



Career Opportunity
Director of Information Technology
Clerk's Office
Portland, Oregon
Vacancy Number 17-12
Open Until Filled

THE POSITION

The Clerk's Office of the United States District Court for the District of Oregon is now accepting applications for the position of Director of Information Technology, located in the Portland Division. The incumbent leads a team of technology professionals responsible for the planning, acquisition, application, operation, integration, security, documentation, and maintenance of all court systems; support and coordination of national programs; and support and training for judges and staff who use those systems. The systems include servers, networks, desktops, peripherals, telephones, digital office equipment, and audio-visual technology used for court operations. This position is open until filled with preference given to applications received on or before Friday, August 25, 2017.

Representative Duties: Responsibilities of this position include but are not limited to the following:

- Provides high-level customer service, along with reliable, well-performing systems that meet the technology needs of judges, staff, and the public.
- Oversees the daily operation of the technology department, assigning tasks, establishing priorities, and setting deadlines.
- Communicates highly technical topics in layman terms to management, judicial officers, and court staff.
- Mitigates security risks identified in internal and external security assessments and vulnerability scans.
- Ensures compliance with national and local policies including the *Guide to Judiciary Policy* and the District Court's Internal Controls Manual, which govern auditable processes.
- Plans and manages the technology budget and purchases in coordination with management, finance, procurement, and property management staff.
- Ensures regular patching and upgrading of court systems to address security vulnerabilities and to provide improved services.
- Oversees implementation of locally-developed and nationally-provided systems and programs and provides continuing support.
- Formulates, tests, and updates plans for continuity of operations and disaster recovery.
- Maintains procedural documentation and logs to guide and document work done on court systems in compliance with local and national policies, and regularly performs reviews and audits of the court's technology equipment and systems.
- Develops and coaches technology staff to achieve high performance and developmental goals.
- Identifies opportunities for staff development, and conducts performance evaluations on a regular basis.
- Maintains a high degree of technical proficiency in the administration of Windows and Linux systems and related application software.
- Ensures that court data is backed up regularly and securely.
- Other duties as assigned.

SALARY RANGE

This position is classified at CL 30 to CL 31 (\$85,970 - \$161,900) depending upon the qualifications and experience of the successful candidate.

QUALIFICATIONS

Minimum Qualifications: The successful candidate must have a bachelor's degree in Information Technology, Computer Science, or similar field of study, and a minimum of five years of experience in managing and leading all or portions of an Information Technology organization that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and a thorough knowledge of the basic concepts, principles, and theories of management. Candidates must also have at least one year of experience at or equivalent to a CL 29 to be considered for a CL 30 position. For consideration at the CL 31, candidates must have at least one year of experience equivalent to a CL 30.

Desired Qualifications:

- Master's degree in Information Technology or related field.
- Federal Court IT experience.
- Technical proficiency in the administration of Windows and Linux systems.
- Advanced knowledge of data networking and security concepts and practices.
- Ability to explain complex matters in layman terms.
- Training skills to teach technology-related processes to IT staff and IT users.
- Experience with budgeting, purchasing, and property management.

Candidates must also demonstrate:

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- Excellent typing and proofreading skills;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

Employee Benefits:

Employees of the United States District Courts are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Full-time employees accrue 13 days of paid vacation per year for the first 3 years of employment up to a maximum of 26 days per year at the 15-year anniversary.
- Participation in a retirement program with optional participation in the federal government's deferred compensation program, the Thrift Savings Plan. New employees entering Federal service on or after January 1, 2014, contribute 4.4% of their base pay to the FERS Basic Benefit plan throughout their career.
- Optional participation in a federal health insurance plan of choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability, dental, and vision.

- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of 10 paid holidays per year.
- Time-in-service credit for employees of other federal agencies, as well as time for those with prior military service, for determining leave accrual and retirement benefits. For non-federal work experience, time-in-service credit for annual leave accrual may be considered under limited circumstances.

HOW TO APPLY

To apply, submit a letter of interest and chronological resume together with an Application for Employment – U.S. District Court, District of Oregon, and a list of 3 professional references to the address below or submit electronically to hr2@ord.uscourts.gov. Preference will be given to application materials submitted to and received by the Human Resources department before 4:30 p.m. on Friday, August 25, 2017. Application forms are available on the Court's website at www.ord.uscourts.gov in fillable format. These forms are also available at the Portland Clerk's Office (see address below). Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.** Verification of employment, education, and reference checks will be made prior to any offer of employment.

Director of Information Technology
Office of the Clerk
Human Resources Division
United States District Court, District of Oregon
1000 SW Third Avenue, Suite 740
Portland, Oregon 97204

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503-326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the Clerk of Court.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- An FBI background check is required for all individuals appointed to positions in the Clerk's Office. New employees are considered "provisional hires" pending the successful completion of the FBI background check.

- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District's geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the state of Oregon.

The District Court consists of six district judgeships, five senior district judges, six magistrate judges, five recalled magistrate judges, one part-time magistrate judge, the Office of the Clerk of Court, the U.S. Probation Office, the U.S. Pretrial Services Office, and the Federal Public Defender's Office. The headquarters for the Court are located in Portland with additional staffed offices in Eugene and Medford.

The Clerk's Office, under the direction of the Clerk of Court, serves as the primary administrative office for the District and employs a staff of approximately 66 deputy clerks. The Clerk's Office is responsible for a wide variety of administrative functions including case administration, courtroom and juror services, record management, appeals processing, human resources and development, budgetary and financial operations, space and facilities management, information and audio-visual technology, property management, and procurement.

The United States District Court for the District of Oregon is an Equal Opportunity Employer