

to manage multiple priorities simultaneously and work with limited supervision. Good communication skills are necessary. Must be dependable, detail oriented, motivated, able to meet deadlines, and able to work in a fast-paced environment. Candidate must possess a minimum of two years technical experience related to Microsoft networks, Windows server (active directory environment) and Desktop operating systems, Web servers, TCP/IP, SQL (MSSQL preferred), Symantec products including anti-virus and backup software, Adobe Acrobat, word processing and spreadsheet software, electronic mail, hardware and software installation and repairs, application support, data communication functions and training. Experience in a court or other legal field is desirable. An Associate of Applied Science Degree is preferred and two years experience in a computer related field or equivalent. Appropriate experience may be substituted for degree.

APPLICATION PROCEDURE: Submit resume which includes job history, salary history, and three work references w/phone numbers, via e-mail at scbc_itconnect@scb.uscourts.gov or send by mail marked CONFIDENTIAL, Attention: Human Resource Administrator, United States Bankruptcy Court, 1100 Laurel Street, Columbia, South Carolina 29201

A background investigation will be conducted on the person selected for this position. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay. The United States Courts require employees to adhere to a Code of Conduct; persons selected for interview may request to review this Code at the time of the interview. Expenses for interviews or relocation are not authorized for reimbursement.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. This job announcement may result in more than one position described herein being filled. The Court will only communicate with those qualified applicants who are selected for interview and testing. If you are not notified, another applicant was selected.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.