

UNITED STATES BANKRUPTCY COURT
DISTRICT OF SOUTH CAROLINA

Ann. No. 07-04

Announcement Date: June 22, 2007 **Closing Date: July 20, 2007**
or until filled

Position Title: Systems Support Specialist

Location: Columbia, SC

Initial Salary Range: \$28K to \$48K

Classification Level: CL- 23 to 26 Depending on Qualifications

The Systems Support Specialist provides both technical and administrative support to chambers and the court unit staff.

REPRESENTATIVE DUTIES: Provides technical assistance with installation, replacement and maintenance of automation equipment and software. Provides training, information and technical support to users on computer applications and other automated programs (e.g. WordPerfect, Lotus Notes, Word and Excel). Assists with maintaining computer equipment inventory as needed. Provides data entry services using various commercial and court developed software. Assists operations staff with data entry, analysis and other support functions as needed. Performs daily troubleshooting of desktop hardware and software in response to end-user calls. Develops procedures and standards for data entry to ensure validity of data and researches and proposes automated solutions to management to streamline data entry practices.

JOB REQUIREMENTS: Good knowledge of computer processes and troubleshooting techniques. Attention to detail and ability to learn processes used by staff and be able to quality-control data entries. Good knowledge of computer and database applications and maintenance of computer hardware. Basic knowledge of HTML and scripting languages (e.g. JavaScript, Windows shell scripts) to develop small utility applications for individual users or groups. A 2 or 4 yr degree is preferred. Legal office and electronic case filing experience a plus. Two years of general experience plus one year of specialized experience involving use of automation skills, the use of specialized terminology and a demonstrated ability to apply a body of rules, regulations, directives or laws. Education may be substituted for general experience. Occasional travel to divisional offices may be required.

APPLICATION PROCEDURE: Submit resume which includes job history, salary history, and three work references w/phone numbers, marked CONFIDENTIAL, to:

Human Resources Administrator,
United States Bankruptcy Court
1100 Laurel Street
Columbia, South Carolina 29201

A background investigation will be conducted on the person selected for the 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.