

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF OREGON

TERENCE H. DUNN  
CLERK OF COURT

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PORTLAND, OREGON 97204  
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CHARLENE M. HISS  
CHIEF DEPUTY CLERK



October 8, 2004

\*\*\*CAREER OPPORTUNITY\*\*\*

The United States Bankruptcy Court is now accepting resumes for the full-time position of **AUTOMATION SPECIALIST**.

- Location:** Eugene, Oregon
- Salary Range:** Court Personnel System Classification Level 27 (\$39,152 - \$63,639).
- Open Date:** October 8, 2004
- Closing Date:** Resumes must be received by October 22, 2004 to ensure consideration.
- Position Hours:** Full-Time Permanent Position (40 hours per week).

The United States Bankruptcy Court for the District of Oregon is comprised of two staffed offices (Portland and Eugene) serving the entire state of Oregon. The clerk's office and chambers staff of 65 positions provide support to five judges and administers in excess of 20,000 bankruptcy cases per year. The duty station for the position will be the Eugene office, with occasional trips to Portland and overnight assignments. The Automation Specialist is a member of the Information Technology (IT) Department and works closely with other staff professionals under the direction of the Lead Automation Specialist in Eugene and the Director and Assistant Director of the IT department in Portland.

**Position Overview:** The Automation Specialist's primary responsibilities include, but are not limited to: initial user support for both hardware and software including help desk operation and maintenance; installation and maintenance of desktop hardware; and performance of all system backup operations including verification. Secondary responsibility for desktop software application deployment and maintenance.

**Duties and Responsibilities:** Supports the day-to-day operations of assigned PC-based desktop systems or other major systems functions (including operational support for computer equipment) to ensure reliable and effective operations. Performs or monitors assigned system backups to include: generation and verification of magnetic storage backups; maintenance of backup media library including media retention and transportation; and maintenance and verification of off-site storage.

Performance of routine checks, diagnostics, and maintenance of computer and peripheral equipment (monitors, keyboards, modems, routers, tape drives, printers, etc.). Working as liaison between other

IT staff and users to determine cause and corrective action for equipment failures and software malfunctions. Development and maintenance of system documentation, logs, procedures, references. Maintenance of equipment stocks and adequate supplies including consumable (disks, tapes, printer cartridges, paper, etc.). Maintenance of training materials and assist with training of users in software and hardware use. Maintenance of computer and system storage rooms in a clean and working state.

Secondary responsibility to receive, install, test, and inventory new and updated software of both commercial and court developed systems. Scheduling of vendor repair and return maintenance authorization, and supervision of vendor during on-site visits. Other duties as assigned.

**Qualifications:** Two years of specialized experience including at least one year equivalent to work at the CL-25 level. Specialized experience is defined as progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration, and management. Preferred experience would include responsibility for support of desktop hardware and software in a networked, wide user base environment.

**Benefits:** Benefits include vacation, sick leave, health insurance, life insurance, retirement, and participation in the Thrift Savings Plan (similar to 401k with an employer contribution).

**How to Apply:** Interested applicants should submit resumes including name, address, telephone number, e-mail address (if available), education, and work history to: Personnel Officer, U.S. Bankruptcy Court, 1001 SW 5<sup>th</sup> Ave., #700, Portland, OR 97204 until the position is filled. Resumes must be received by 10/18/04 to ensure consideration.

Only the best qualified will be contacted for interviews. No resumes or enclosures will be returned nor travel reimbursed. The successful candidate is subject to a records check.

This announcement is posted on [www.orb.uscourts.gov/jobs](http://www.orb.uscourts.gov/jobs).

**EQUAL OPPORTUNITY EMPLOYER**