

# CAREER OPPORTUNITY

## IT Generalist Pittsburgh, Pennsylvania CL 27-29 (\$46,817 - \$83,407)



U.S. Bankruptcy Court  
Western District of  
Pennsylvania

[www.pawb.uscourts.gov](http://www.pawb.uscourts.gov)

U.S. Steel Tower  
54th Floor  
600 Grant Street  
Pittsburgh, PA 15219

An Equal Opportunity  
Employer

---

**Position:** IT Generalist (Temporary, subject to funding)

**Annual Salary:** \$46,817 - \$83,407 (qualifications dependent), CL 27-29

**Position Location:** Pittsburgh, PA

**Application Deadline:** May 24, 2013

### Position Summary:

The IT Generalist position is temporary and subject to funding. This position is located in the Pittsburgh office of the U.S. Bankruptcy Court and may require travel to our Erie, PA office. The IT Generalist will assist with the daily operations of the Court's IT Department. Additionally, the IT Generalist may assist with providing training to the Court's staff on commercially available software.

### Duties:

May include but are not limited to the following:

- Provide user support and training on Lotus Notes, Microsoft Windows 7, Microsoft Office 2010, and Adobe Acrobat;
- Assist in creating and migrating Active Directory user profiles;
- Assist with application development using HTML, Perl, PHP, and CSS;
- Assist with website development using Drupal content management framework;
- Analyze the Court's forms library and provide assistance converting the forms to PDFs;
- Utilize the Adobe Creative Suite, including Captivate, to design, create and distribute custom learning modules;
- Assist with revising the Court's training curriculum, materials, written procedures, user guides, and manuals;
- Troubleshoot audio/visual and telecommunications issues; and
- Configure and maintain desktop and laptop images for user distribution.

## IT Generalist, Pittsburgh, Pennsylvania

### Minimum Qualifications:

To qualify for the position, an individual must have two years of experience or a degree in an IT-related field. The IT Generalist must also be self-motivated, possess strong interpersonal and communications skills, and be willing to take on new duties as they are assigned with a positive and creative attitude.

### How To Apply:

Applicants must submit the following electronically by 5:00 p.m. on Friday, May 24, 2013: a cover letter, a resume, and a *Federal Judicial Branch Application for Employment* (Form AO 78). Instructions and forms to apply electronically are available at: <http://www.pawb.uscourts.gov/career-opportunities>.

Please **DO NOT CALL OR EMAIL** the Court inquiring about the position. Due to the anticipated high volume of applications, the Court cannot respond to inquiries.

---

*All applicants must be a U.S. citizen or be eligible to work in the United States.*

*All appointments subject to FBI Fingerprint Background Check, with periodic reinvestigation, if applicable.*

*All appointments also subject to mandatory electronic funds transfer.*

---