

**United States District Court
District of South Carolina**

Position

AutoCAD Draftsman/Building Surveyor – Temporary Position

Position Description

The U. S. District Court for the District of South Carolina is seeking a qualified AutoCAD Draftsman/Building Surveyor for its headquarters office at the Matthew J. Perry, Jr. Courthouse in Columbia, SC. This is a temporary, full-time (40 hours per week) position.

The AutoCAD draftsman will prepare existing condition drawings and gather as-built documentation and convert into AutoCAD format for all District of South Carolina courthouses. The incumbent will conduct building site surveys that include all infrastructure outlets and furniture layouts in chambers, courtrooms, office areas, and public areas within the courthouse to produce accurate AutoCAD and AutoCAD LT 2009/2010 drawings of all U.S. District Court space. The incumbent will assist in the design and layout of construction drawings for new space or renovation requirements for courtrooms, chambers, offices and other court related space. The incumbent will report to and work with the Facilities/Construction Manager.

Representative Duties

- Conduct site surveys
- Produce project specific construction drawings
- Be proficient in basic construction methodology
- Read construction documents
- Follow directions, understand project scope, maintain project schedule and complete designated phases of work on time
- Travel within South Carolina

Qualifications

Prospective candidates are required to have:

- Associates Degree or certificate from trade school
- Minimum of two years of AutoCAD experience
- Construction knowledge, pre-construction services, architectural, and MEP trades
- A strong work ethic, be diligent, and self-motivated
- Reliable transportation and a valid drivers license

Court Preferred Skills

- Building survey experience
- BIM/Revit experience
- AutoCAD 2009/2010 experience

Miscellaneous

Employees must be United States citizens or eligible to work in the United States. The final candidate will be subject to a background investigation and credit check with law enforcement agencies. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.

All claimed experience, certifications, training, and references will be verified.

Benefits

Judiciary employees are entitled to the following benefits:

- 13 days of paid vacation for the first 3 years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service;
- 13 days of paid sick leave per year (unlimited accumulation);
- 10 paid holidays per year;
- Subsidized medical coverage with pre-tax employee premiums;
- Dental, vision, group life insurance, and long-term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care, and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Eligibility for Long-Term Disability Plan Group Rate;
- Creditable service time in other federal agencies or the military will be added to judiciary employment.

Salary Range

\$30,000 - \$55,000, dependent upon education and experience.

How to Apply

Qualified applicants must submit a cover letter, resume, salary history, and include at least three business/professional references, and they must be received in our office by **4:30 p.m. on Friday, October 23, 2009.**

Send to: Personnel Director
United States District Court
Matthew J. Perry, Jr. Courthouse
901 Richland Street
Columbia, SC 29201

If your application packet does not provide all information requested, you may lose consideration for this position. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice. Applicants selected for interviews must travel at their own expense.

AN EQUAL OPPORTUNITY EMPLOYER