



UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

POSITION: Network Systems Administrator

VACANCY NO: 2016-05

**POSITION
INFORMATION:** Full-time-Permanent/Excepted Service

SALARY RANGE: CL 27/28 (\$51,713 - \$100,759)
Salary determined by work experience, prior/present pay history and previous federal government experience.

LOCATION: Washington, DC

Opening Date: May 23, 2016

Closing Date: June 6, 2016

POSITION OVERVIEW

This position is located in the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The incumbent reports directly to the Assistant Director, Information Technology and provides quality customer service and systems support services.

The Network Administrator provides day-to-day operational support for Microsoft/Cisco/VMware based IT infrastructure including Windows Servers and Active Directory. The incumbent ensures effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments. Duties also include collaborating with supervisors, managers, executives, and judges locally as well as at other court units.

DUTIES AND RESPONSIBILITIES SUMMARY

Manage active directory.

Administration of symantec Netbackup/Backup Exec applications.

Assist in managing the production of virtual environments (VMware, vSphere Servers, View Desktops, and COOP environment).

Install, configure and deploy systems and software.

Manage Distributed File System (DFS) and DFS Replication.

Install, configure and monitor Cisco L2/L3 Switches, Firewalls, Wireless LAN controllers, Wireless Access Points.

Monitor system/network performance.

Monitor systems for vulnerabilities.

Manage servers and SAN BIOS/Firmware Upgrade.

Apple Smartphone support.

Create and document all actions, practices, procedures and processes.

Interact with internal clients and vendors as part of engineering and administration activities such as customer support, technical and operational integration, and system maintenance.

Coordinate and manage diverse technical support tasks.

Maintain high satisfaction (both internal and external) through successful and timely resolution of technical problems.

Perform system administration, maintenance, upgrades of the lab environment(s) and supporting workstations.

Troubleshoot/repair system issues.

Submit regular status updates and reports to a supervisor.

Perform other related duties and assist with special projects and installments as needed.

QUALIFICATIONS SUMMARY

The successful candidate **must** at a minimum have a high school diploma or the equivalent.

Candidates with a bachelor's degree from an accredited four-year college or university in computer science are highly preferred and will be given priority consideration.

Must possess at least three years general experience within the information technology environment and at least two years specialized experience, defined as: progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integrations, and information technology project management.

Experience deploying and maintaining network and server infrastructure in production & COOP environments.

In-depth knowledge of operational monitoring and surveillance tools.

Experienced with wired and wireless networking.

Fluent with all basic MS Windows Office Suite.

Strong skillset in VMware, vSphere & ESX Horizon View Administration.

Experience with DNS, DHCP, DFS, DFSR, Microsoft Cluster.

Solid experience with Windows Active Directory account management and access control.

Solid understanding of Windows network operating systems.

In-depth knowledge of Cisco required.

Patch Management experience.

Experience with disaster recovery; backup/restore.

Experience with SAN, Disk Backup and Raid.

Solid LAN/WAN knowledge.

Experience with Vulnerability Scanning Software.

Experience with Virtual Private Networks and Remote Access

Possess excellent technical problem solving skills required.

Detail oriented and capable of multitasking, be self-directed with proven abilities to prioritize tasks.

The ability to communicate effectively both orally and in writing with a variety of people is critical.

BENEFITS

This position appointment is entitled to a generous benefits package which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit for prior government service towards leave accrual rates and retirement

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Final candidates must be able to pass a security clearance.

APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit an application packet composed of (1) a completed AO 78- Application for Judicial Employment, (2) a resume detailing all relevant experience, education and skills and (3) cover letter explaining how their experience relates to the position requirements.

All application packet materials are to be submitted via mail to:

**Human Resources Department
United States District and Bankruptcy Courts, DC
333 Constitution Avenue, NW
Suite 1525
Washington, DC 20001**

Or

Via email to: DCD_HumanResources@dcd.uscourts.gov

If your application packet does not provide all information materials requested, you will 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.

Equal Opportunity Employer