



## JOB OPPORTUNITY

### UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

**Announcement No.:** 2024-04

**Position Location:** Washington, DC

**Position Information:**

Full-time, permanent, Excepted  
Service, more than one position is  
available

**Area of Consideration:**

Open to all qualified sources

**Open Date:** February 21, 2024

**Closing Date:** Open Until Filled



*Our mission at the Clerk's Office is to  
fulfill the expectations of the public  
and the judiciary by providing  
exceptional service, while  
consistently upholding the  
administration of justice.*

**Position Title:** Systems and Network Administrator

**Salary Range:** CL-27/28 (\$67,660 - \$131,826)  
(Equivalent to a GS-11/12. Salary determined by qualifications and  
experience.)

**How to Apply:**

Qualified individuals for this “at will” position must submit the  
following:

- A cover letter detailing how your experience relates to the  
position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#)  
(can be downloaded from [www.uscourts.gov](http://www.uscourts.gov))
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and  
resume will result in immediate disqualification. Description of  
Work section of the AO-78 must be completed to include salary  
information. Indicating “see resume” is not acceptable. Incomplete  
and/or unsigned applications will not be considered, returned or  
retained. Only applicants selected for an interview will be  
contacted and must travel at their own expense. One application per  
candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts  
Attn: Human Resources (2024-04)  
333 Constitution Avenue, NW, Room 2712  
Washington, DC 20001

Or via e-mail to: [DCD\\_HumanResources@dcd.uscourts.gov](mailto:DCD_HumanResources@dcd.uscourts.gov)

For questions, please contact the Human Resources Department at 202-354-3200. For a full list of vacancies, please see our website: <https://www.dcd.uscourts.gov/employment>.

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## **ABOUT US**

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for a Systems and Network Administrator to join its Clerk's Office team. The team works in a dynamic, fast-paced environment serving both a Bankruptcy Court constantly leveraging technology for the benefit of customers, and a District Court often referred to as the second most important in the nation given the vast number of high-profile cases over which the judges preside. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary as a whole. The candidate must also share in the Clerk's Office's Vision and Mission of "providing exceptional service while upholding the administration of justice." Finally, to assist you in achieving all your career goals with us, we offer our staff tuition assistance as the budget allows. Please see the Benefits section of this announcement for additional benefits.

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## **JOB SUMMARY**

This position is located in the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Systems and Network Administrator provides day-to-day operational support for Microsoft, Cisco, and VMware based information technology 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. The incumbent reports directly to the Director of Information Technology.

Situational telework may be available; however, this is not a full-time telework position.

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## **DUTIES AND RESPONSIBILITIES**

The duties include, but are not limited to the following:

- Monitor system and network performance, analyze, isolate, and solve complex system and network problems.
- Perform software and hardware installations, updates, upgrades, and configurations/reconfigurations.
- Develop expertise and prepare instructions to train users on new technologies.
- Perform administrative support and troubleshooting of Microsoft Office 365, Active Directory, and Group Policy.
- Participate in and support vulnerability assessment and mitigation.
- Participate in the development, testing, and implementation of disaster recovery procedures for all automated information systems.

- Perform local and remote access support and troubleshooting.
- Research and make recommendations in all areas of automation needs.
- Maintain and support the Court's local area networks, storage devices, physical and virtual environments.
- Ensure all systems are configured, maintained, and operated to meet local and national standards.
- Perform helpdesk related duties and provide on-call support.
- Perform other duties as assigned.

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## QUALIFICATIONS

**Required Education and Experience:** The successful candidate must possess a bachelor's degree from an accredited college or university in information technology or a field closely related to the subject matter of the position.

**To qualify for the CL-27,** the candidate must also possess a minimum of two years of specialized experience.

**To qualify for the CL-28,** the candidate must also possess a minimum of two years of specialized experience or the completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in a field closely related to the subject matter of the position.

**Specialized Experience:** Progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

**Preferred Experience:** The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with technical support staff and non-technical users. Must be able to maintain complete and highly accurate records and files.

Excellent organizational skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.

Must exercise good judgment, flexibility, and initiative.

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## BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 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
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to \$325 per month)
- Employee Recognition Program, budget permitting
- Tuition Assistance, budget permitting
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

*For more detailed information about Federal Judiciary benefits, please go to [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).*

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## **CONDITIONS OF EMPLOYMENT**

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

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

Final candidates will undergo a background check and a Moderate Risk Background Investigation (MBI). This is a five-year background investigation with five-year periodic updates.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

*Revised 01/08/2025*