



UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

POSITION: Network Systems Administrator

POSITION INFORMATION: Full-time-Permanent/Excepted Service

SALARY RANGE: CL 28 (\$61,084 - \$99,319)
Salary determined by work experience, prior/present pay history and previous federal government experience.

LOCATION: Washington, DC

Opening Date: September 8, 2015

Closing Date: October 12, 2015

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.

In performing the many higher level technology and research duties and projects, the Network Systems Administrator works closely with and will have daily contact with judges, executive level personnel, the staff of the Clerk's Office, chamber's staff, the public and the bar.

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 Systems/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

QUALIFICATIONS SUMMARY

The successful candidate **must** at a minimum have a high school diploma or the equivalent. A bachelor's degree from an accredited four-year college or university in a related area is preferred.

Current area related certifications highly preferred.

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

In-depth knowledge of operational monitoring and surveillance tools; Fluent with all basic MS Windows Office Suite. Strong skillset in VMware, vSphere & ESX Horizon View Administration.

Experienced with wired and wireless networking.

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

Experience with Windows Active Directory account management and access control.

Patch Management experience.

Experience with disaster recovery; backup/restore.

Experience with SAN, Disk Backup and Raid.

LAN/WAN knowledge.

Experience with Vulnerability Scanning Software.

Experience with Virtual Private Networks and Remote Access

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.

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:

Sonia Jackson, SPHR
Director, Human Resources
Human Resources Department
United States District and Bankruptcy Courts, DC
333 Constitution Avenue, NW
Room 4601
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