United States District Court

District of Delaware

Vacancy Announcement 15-04

Position Title:	Network Administrator
Duty Station:	Wilmington, Delaware
Salary:	CL 27 $49,966- $81,241
Opening Date:	June 5, 2015
Closing Date:	June 19, 2015

Position Overview

The Network Administrator oversees the court's information technology (IT) networks. The incumbent installs network hardware and software, troubleshoots and repairs technical problems, provides technical IT support and training to staff, and oversees major national systems and those developed or customized for local use. The Network Administrator works with management in the planning, design, maintenance, and support of networks and systems to improve efficiencies.

Representative Duties

- Design, configure, and implement network hardware and software. Develop standard guidelines for the use and acquisition of software. Plan, coordinate, implement, and test network security in order to protect data, software, and hardware. Monitor and optimize hardware, operating systems, and databases to improve system performance and reliability.
- Advise and make recommendations to management on network and other significant information technology issues. Develop and implement short-term and long-range automation improvement plans for the court unit, ensuring that the changes can be implemented with minimal disruption at the court site. Lead implementation and integration project teams, as required.
- Provide daily system backup and regularly monitor operations of the network equipment and systems. Recommend and install updates to ensure continued operation and act as the technical expert in solving network and related computer system

problems. Install security, operating system patches, and database software upgrades. Provide file server maintenance and troubleshoot problems with network equipment.

- Provide courtroom support for courtroom audio and video systems. Support and train staff and end users with courtroom technology. Configure, implement, maintain and support video conferencing systems.
- Provide training on new hardware, programs, and databases to IT staff members, including refresher training as needed.
- Provide support and problem resolution to desktop, system, laptop, printer, and PDA users.
- Advise management and users on specific information that can be readily extracted from existing files, extract information, and create reports as required.
- Prepare and maintain documentation for local networks as well as for systems acquired from outside the court or the Administrative Office. Prepare and maintain technical documentation for hardware.
- Identify and develop requirements for procurement of IT equipment and software to protect vulnerable information. Contact vendors when warranty or repair service is needed.
- Maintain contact with IT court personnel at different court locations to remain knowledgeable of developments, techniques, and user programs.

Qualifications

Applicants for this position should possess two years of specialized experience. Specialized experience shall include progressively responsible experience designing, implementing or maintaining computer systems that include the completion of computer assignments involving systems analysis, computer programming, systems integration, and information technology project management. Candidate must possess exceptional analytical and communication skills, both orally and in writing; ability to exercise mature judgment and to manage multiple projects simultaneously; ability to deal effectively with the District and Magistrate Judges; and other members of the Court; be a team player who is highly motivated and flexible in a changing environment. Attention to detail is critical. Must be able to provide exceptional customer service. Position necessitates some lifting and may require some travel, including occasional overnight travel. Professional or businesslike approach and attire are required.

Preferred Qualifications:

- Experience with MS Server 2008/2012 administration, Group Policy Management, workstation and application deployment
- Experience with data backup and recovery design, implementation and administration in windows environment
- Experience with Cisco Networking, routing, telephony and wireless networking. A solid understanding of layered switching and routing

- Good working knowledge of courtroom technology. Audio and video presentation equipment as well as video conferencing solutions. Creston, AMX, Lectrosonics, polycom, and Tandberg experience a plus
- Experience in Microsoft System Center suite, Windows Deployment Services, WSUS, and Solarwinds
- Experience with Enterprise monitoring, performance monitoring/tuning and trend reporting
- 2 years of network administration and programming or applicable work experience is desired

Education and Experience

The completion of a degree in computer science, information systems management (or other related field), or significant experience in a directly related field is preferred. Otherwise, the minimum requirement is the possession of a High School diploma or GED, and experience in a directly related field.

CL-27 Two years of specialized experience, including at least 1 year equivalent to work at CL-25

Benefits

The United States District Court for the District of Delaware offers a generous benefit's package which includes the following: paid annual and sick leave; ten paid federal holidays; participation in the Federal Employees Health Benefits Program (FEHB); Federal Employees Dental and Vision Insurance Program (FEDVIP); Federal Employees Group Life Insurance (FEGLI); Flexible Benefits Program; Long Term Care Insurance through the Federal Judiciary or OPM; Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP).

NOTE: Some benefits require a waiting period.

Information for Applicants

To be considered for this position, applicants must submit a cover letter and resume. Applications should be submitted in one of the following ways:

Email (preferred): Submit documents to ded_resumes@ded.uscourts.gov
Please include the position title and vacancy announcement number in the email subject

U.S. Mail: Personnel
United States District Court
844 N. King Street, Unit 18
Wilmington, DE 19801

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a

closing date is shown, any of which action may occur without prior written notice. This job announcement may involve filling more than one position described therein.

The salary for this position will be based upon experience and education in accordance with the Court Personnel System for the U.S. Courts. Employees will be subject to a probationary period before permanent status is achieved. Advancement on the pay scale is contingent upon satisfactory performance.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

The U.S. District Court requires employees to adhere to the Judicial Code of Conduct for Judicial Employees which is available on www.uscourts.gov.

The U.S. District Court for the District of Delaware is an Equal Opportunity Employer.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The Network Administrator is a high sensitive position. As a condition of employment, the selected candidate must successfully complete a ten year background investigation with periodic updates every five years thereafter.

Due to the volume of applications received, the U.S. District Court will only communicate to those individuals who will be interviewed. If you are not notified by us, another candidate within the recruitment was selected.

If you have any questions regarding this announcement please contact the Human Resources Specialist at (302)573-6170.