

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Network Administrator

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: #17-07

LOCATION: Boston, Massachusetts

CLASSIFICATION LEVEL: CL 27-28 (Salary \$53,056 - \$103,348)*
* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience.

OPENS: June 23, 2017

CLOSES: Open Until Filled
{Preference those who apply by 7/14}

The U. S. District Court Clerk's Office is currently accepting applications for an experienced full-time Network Administrator to coordinate and oversee the judiciary's information technology networks.

Representative Duties:

At the CL-27 level:

- Coordinate and link computer systems within an organization to increase compatibility and share information. Determine computer software or hardware needed to set up or alter systems. Train users to work with computer systems and programs. Diagnose hardware and custom off-the-shelf software problems, and replace defective components. Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations. Recommend changes to improve systems and configuration, as well as determine hardware or software requirements related to such changes. Maintain network security.
- Develop and implement short-term and long-range automation improvement plans for the court, ensuring that the changes can be implemented with minimal disruption at the court site.

- Perform data backups. Plan for disaster recovery operations and testing, including network performance, security, anti-virus, intrusion, web usage/monitoring, design and acquisition of servers. Produce useful system documentation, and perform system startup and shutdown procedures, and maintain control records.
- Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems and network infrastructure.
- Plan, coordinate, implement, and test network security measures in order to protect data, software, and hardware.
- Design, configure, and implement computer hardware and operating system software. Develop standard guidelines to guide the use and acquisition of software and to protect vulnerable information.
- Perform other related duties or special projects, as assigned.

At the CL-28 level:

- Analyze needs, coordinate, and configure computer network systems to increase compatibility and share information. Determine computer software or hardware needed to set up or alter systems. Train other technicians to work with computer systems and programs. Diagnose hardware and custom off-the-shelf software problems, and replace defective components.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations. Recommend changes to improve systems and configurations, as well as determine hardware or software requirements related to such changes.
- Analyze, develop, and implement short-term and long-range automation improvement plans for the court, ensuring that the changes can be implemented with minimal disruption at the court site.
- Plan for disaster recovery operations and testing, including network performance, security, anti-virus, intrusion, web usage/monitoring, design, and acquisition of servers. Produce useful system documentation, and perform system startup and shutdown procedures, and maintain control records. Monitor and perform data backups.
- Monitor network infrastructure and components, including all servers and workstations, and implement improvements to performance and security. Design, modify, enhance, test, and implement standard configurations for deployment of workstations, servers, and network components and client software.
- Recommend, schedule, test, and validate deployment of patches, security updates, and other upgrades to servers, workstations, and network components. Monitor providers websites to ensure patches are tested and applied in a timely fashion.
- Evaluate, recommend, and implement processes to improve efficiencies and performance of the networks through the development or purchase of products to automate and monitor routine tasks such as server and workstation maintenance activities, performance monitoring and reporting, installation of software or firmware upgrades, patches, etc.
- Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems. Plan, coordinate, implement and test network security measures in order to protect data, software, and hardware. Identify and assess risks by performing security analysis and assist in producing detailed security plans. Oversee configuration and monitoring of firewall operations.
- Develop and implement standard procedures to guide the use and acquisition of software and to protect vulnerable information, data, and documents.
- Provide on-site network support for divisional offices and remote hearing locations.
- Supervise on-site vendors. Participate in district-wide network projects. Prepare and propose automation funding needs for fiscal budget. Recommend actions to cover projected shortfalls. Lead project teams in managing information technology projects and implementing and integrating systems with other networks.
- Perform other related duties or special projects, as assigned.

Required Qualifications:

- At least four years of demonstrated knowledge and experience in network administration is required.

- Bachelor's degree in Computer Science or related field is preferred.
- Master's degree of two years of graduate study may be substituted for required specialized experience if obtained in a field closely related to the subject matter of this position.
- Ability to identify new products and solutions to implement new technologies.
- Experience with Windows, Linux and SQL servers.
- Experience with Apple products, iOS operation system and mobile devices
- Experience with VMware server virtualization and VDI.
- Experience with CISCO networking, including routers, switches and wireless technologies.
- Experience with Active Directory, DNS, DHCP and DFS.
- Knowledge of scripting languages
- Familiarity with Microsoft Office, Lotus Notes, Windows and Adobe Acrobat preferred.
- Must be highly self-motivated, extremely detail-oriented and organized.
- Must present a professional demeanor, positive personality and work well in a team environment.
- Must possess excellent written and verbal communication skills.
- Must be an innovative and creative problem solver who can effectively work with management on projects and daily challenges.
- Must be able to manage multiple priorities and projects with limited supervision.
- Commitment to public service.
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

FBI Background Investigation:

As a condition of employment, the selected candidate must successfully complete a ten year background investigation, and every five years thereafter will be subject to an updated investigation similar to the initial one. The investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination.

Hours:

Clerk's Office hours are 8:30 AM to 5:00 PM. Working hours may vary based on the needs of the position. Some overtime may be required.

Benefits:

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Flexible Benefits Program (Healthcare, Dependent Care, Commuter and Parking)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Federal Employees' Group Long Term Disability Insurance Program (FGLTD)
- Long Term Care Insurance options through the Office of Personnel Management (OPM)
- Transit Subsidy Program

How To Apply:

Submit all of the following documents: (1) a cover letter indicating why you are interested in being considered for this position; (2) a current resume; (3) a list of three professional references, preferably current and/or prior supervisors (include their current contact information) and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) to:

U.S. District Court, District of Massachusetts
Attn: Human Resources
Vacancy #17-07
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210

Applications will also be accepted by e-mail: usdcmajobs@mad.uscourts.gov Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #17-07, Network Administrator** appears in the subject line of your email correspondence to usdcmajobs@mad.uscourts.gov.

The application form (AO-78, version dated 10/09) is available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you will not be considered for this position.

Information for Applicants

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more positions than described herein.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Successful completion of a six-month probationary period is required.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified individuals who will be invited for an interview.

NO FAXES PLEASE
EQUAL OPPORTUNITY EMPLOYER