



UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT

POSITION:	Systems Administrator
ANNOUNCEMENT:	18-03
LOCATION:	Greensboro, NC
CLASSIFICATION LEVEL/SALARY:	CL 27/28 (\$48,951 - \$95,388) <i>Depending on experience and qualifications.</i>
TERM:	Permanent
CLOSING DATE:	Open until filled <i>Priority consideration given to applications received by June 22, 2018.</i>

POSITION DESCRIPTION

The Clerk of the United States District Court for the Middle District of North Carolina is accepting applications for the position of **Systems Administrator**. The Systems Administrator conducts and oversees the court unit's information technology (IT) networks and systems. The incumbent will support and maintain the court's server hosts and virtual server environment, as well as help maintain the court's network. The Systems Administrator will serve as project manager for a variety of IT initiatives, assist in the management of the Data Communication Network (DCN) interface to court networks for all district court locations, including wireless technology, and provide technical expertise and fine tuning of operation systems to increase system performance. Additionally, the incumbent will provide support to our Judges, Chambers staff and Clerk's office staff on desktops, mobile devices, training, VOIP, and video conferencing systems, courtroom technology, information security and quality control.

REPRESENTATIVE DUTIES

- Manage Active Directory on a Windows Server 2008R2/2012 platform. Administer and maintain network end-user accounts, permissions, and access rights. Manage Active Directory Group Policy for the court.
- Operate and maintain the VMware/Hyper-V platforms and services for server virtualization.
- Plan, design, deploy, maintain and support the court's local area networks (LANs), wide area networks (WANs) and virtual LANs (VLANs), including routers, switches, wiring and other hardware assigned.
- Administer and manage server and network security solutions, including firewalls, host intrusion systems, and log management. Maintain court's compliance with Administrative Office (AO) mandated security checkcard.
- Assist with end-user support and training on commercial off-the-shelf software and computer hardware, including desktop, laptop, tablets, mobile devices and peripheral computer equipment. This includes Microsoft Office 365, Adobe Acrobat, Outlook, and other software.
- Assist with technical support of telephone systems, courtroom technology, and audio/video systems.
- Create and maintain systems documentation.

- Work closely with information technology professionals at the Administrative Office and counterparts in other districts to exchange information on new developments and refinements.
- Serve as project manager for a variety of IT initiatives.
- Perform other duties as assigned.

MANDATORY QUALIFICATIONS

Microsoft Windows operating systems for servers (Windows 2008R2 and above) and desktops (Windows 7 and 10). Microsoft Windows Active Directory with server administration (including Group Policy), Microsoft Office, virtualization hosting software (VMWare preferred), SAN storage systems, WAN and LAN network devices including wireless technologies, video conferencing, managing remote hardware and software, supporting remote users and mobile devices.

The incumbent must possess the ability to be self-motivated, independent, and detail-oriented. Demonstrate excellent verbal and written communication skills, sharing technical knowledge in a non-technical manner. Proven ability to successfully manage projects with strong organizational skills. Prior experience displaying “grit” – quickly recovering from setbacks and successfully moving forward. Individual must also be able to lift and move equipment up to 40 pounds.

PREFERRED QUALIFICATIONS

- Linux operating systems, Cisco switch administration, wireless access point management, Symantec EndPoint Protection, Veeam, Symantec BackupExec, PowerShell scripting, and Cisco Prime Collaboration Provisioning experience.
- Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP) certification. Network+ certification helpful.
- Bachelor’s degree in Information Technology or related field or equivalent experience.
- Progressively responsible experience designing, implementing or maintaining computer systems.

BENEFITS

Federal benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary’s web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Due to the volume of applications received, only the best qualified applicants will be invited for personal

interviews. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States.

To Apply

To apply for this position, qualified applicants should submit a resume along with a cover letter addressing qualifications and relevant experience. Please submit a cover letter and resume marked CONFIDENTIAL to:

U. S. District Court
Attn: Human Resources
324 W. Market St.
Greensboro, NC 27401

Travel and relocation expenses will not be reimbursed.

The United States District Court is an Equal Opportunity Employer.