

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF GEORGIA

Vacancy Announcement #23-24

Opening Date: June 9, 2023

Closing Date: **Open until filled.**

Priority will be given to applications received by June 30, 2023.



Network Administrator

CL 28/29

Salary Range (\$69,958 - \$135,231)

Depending Upon Qualifications & Experience

The United States District Court for the Northern District of Georgia seeks high achievers interested in a long-term career in public service with the federal judiciary to serve as a **Network Administrator** in the exciting and growing city of Atlanta, Georgia. Candidates must be able to administer, monitor, and maintain the Court's entire virtualization, server, and storage environment. The Network Administrator reports to the Information Systems Manager and works in conjunction with IT staff.

REPRESENTATIVE RESPONSIBILITIES:

- Responsible for the day-to-day administration, monitoring, and maintenance of the Court's server and storage infrastructure, including Active Directory, virtualization infrastructure, virtual desktops, all supporting servers, and Storage Area Network infrastructure. Scope of responsibility includes administration and maintenance of services currently running on VMware vSphere, VMware Horizon View, and Microsoft Windows Server 2012 R2 and above; troubleshooting complex VMware vSphere and Windows Server problems; and supporting an Active Directory environment, including creating user accounts, groups, and ACLs.
- Assist in the development and implementation of short- and long-range technology improvement plans for the Court, ensuring that changes can be implemented with minimal disruption at the court site. Advise Information Systems Manager in all areas of technology needs, objectives, and capabilities, including anticipation of future requirements and problems. Assist in evaluating automated functions presently performed and make recommendations on technical changes.
- Responsible for confidentiality, integrity, and availability of all court data stored on court owned or maintained servers or services, including local file shares and Office 365. Responsible for local backup and off-site replication of court data.
- Provide end-to-end support of the entire computing environment, including end-user workstations. Serve as escalation point for support and problem resolution for help desk support team.

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- Adapt software and documentation; perform testing; and coordinate timely repair of all assigned servers and services. Perform root cause analysis as well as risk remediation by taking appropriate corrective actions. Diagnose computer and peripheral equipment malfunctions as they relate to assigned responsibilities.
- The position will backup other IT staff and perform other office duties, user support, and projects as assigned.
- Candidate must be able to work collaboratively and professionally in a team environment.
- The position requires the movement and lifting of equipment.
- Some travel to other locations within the district will be required, including the Newnan, Gainesville, and Rome divisions of the Court.

MANDATORY QUALIFICATIONS: Applicants must have at least five (5) years experience in the design, administration, monitoring, and maintenance of Microsoft Windows Server and VMware vSphere environments.

PREFERRED QUALIFICATIONS:

- A Bachelor's Degree in Computer Science, Information Technology or related field from an accredited college or university.
- Candidate should have strong customer service skills, the ability to handle multiple projects in a fast-paced environment and an innate desire to continually learn new technologies.
- Experience in a federal court environment including court-related software.
- Experience with the following off-the-shelf solutions: KACE, PDQ Deploy, Veeam B&R

BENEFITS:

- Accrual of paid vacation and sick leave days, based on length of service, and eleven paid holidays during the year.
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement).
- Available group life insurance and long-term care insurance.
- Participation in the telework program.
- Public transportation subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees.
- Access to an onsite Fitness Center.

NOTICE TO 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 employees of the Clerk's Office are required to adhere to a Code of Conduct, copies of which are available upon request. All employees serve a one-year probationary period. As a condition of placement in this position, the

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selected candidate must successfully complete a background investigation that includes professional references, criminal history, and credit history. The person selected also will be required to submit fingerprints for a ten-year FBI background check. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen or eligible to work in the 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 positions.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

APPLICANT INFORMATION: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78, (available through this link: <http://www.uscourts.gov/file/635/download>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment, and salary history. The completed package should be submitted electronically as a single PDF file to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #23-24, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338**. All applicants will be screened, and only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

The United States District Court is an Equal Opportunity Employer.