



CAREER OPPORTUNITY

with the

United States District Court Northern District of Georgia



SYSTEMS ADMINISTRATOR

CL 28

Vacancy Announcement # 25-07

Salary Range: **\$74,970 - \$121,837**

Placement in the range depends upon education and experience.

Opening Date: **January 28, 2025**

Closing Date: **February 28, 2025.**

Priority will be given to applications received by February 11, 2025.

BENEFITS

- Accrual of paid vacation and sick leave days, based on length of service.
- Eleven paid holidays during the year
- Pre-tax benefit programs (health, dental, and vision insurance; flexible spending accounts; parking reimbursement)
- Available group life insurance
- Part-time Telework (for qualified employees)
- Public transportation subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employee's contribution)

OVERVIEW:

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 Systems Administrator in the exciting and growing city of Atlanta, Georgia. The Systems Administrator supports the Court's information technology systems, ensuring efficient operation of hardware, software, servers, and networks. This role involves technical troubleshooting, end-user support, and participation in system updates and security improvements. The position requires strong problem-solving abilities, excellent communication skills, and a commitment to maintaining secure and efficient IT operations.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Provide technical support to staff via helpdesk and phone and in-person.
- Install, configure, maintain, and troubleshoot hardware, software, and operating systems.
- Support end-user applications (e.g., Office 365, Adobe Acrobat, iOS, Zoom, and SharePoint).
- Develop and maintain systems documentation.
- Design, test, and deploy new systems and software.
- Analyze and implement system improvements.
- Manage and update intranet and internet pages, ensuring accuracy and usability.
- Maintain and support network infrastructure, including LAN/WAN and unified communications systems.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES (Continued):

- Back up other IT staff and handle other office duties, user support, and projects as assigned.
- Assist with equipment procurement, setup, and relocation; lift and move items up to 50 pounds.
- Travel occasionally to other locations within the district, including the Newnan, Gainesville, and Rome divisions of the Court.
- Perform other duties as assigned.

HOW TO APPLY

To apply for this position, qualified applicants should submit:

- 1) Federal Judicial Branch Application for Employment [Link to Form AO 78](#)
- 2) Cover letter addressing qualifications and relevant experience.
- 3) Chronological resume including education, employment, and salary history.

Submit your completed package as a single PDF electronically to:
HR_GAND@gand.uscourts.gov

or via mail to:

United States District Court
Attn: Human Resources Manager,
Vacancy #25-07
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 the skills assessment test. Interview and relocation expenses are not reimbursable.

MANDATORY QUALIFICATIONS:

- At least five years of experience in design, administration, monitoring, and maintenance of a Microsoft Windows Server and Client environment.
- Strong understanding of computer systems, hardware/software troubleshooting, and network environments.
- Experience with Windows OS, Office 365, and IT security practices.
- Excellent organizational and time-management skills and the ability to meet deadlines in a dynamic environment.
- Proactive customer service skills.
- Effective written and oral communication.

PREFERRED QUALIFICATIONS:

- End user support experience in a Microsoft Active Directory and Office365 environment.
- Familiarity with tools like VMware, PowerShell, SharePoint, and vulnerability scanning software.
- Experience with Windows Imaging Solution(s), PDQ, Veeam Backup and Recovery, VMware vSphere, and VXRail.

NOTICE TO APPLICANTS:

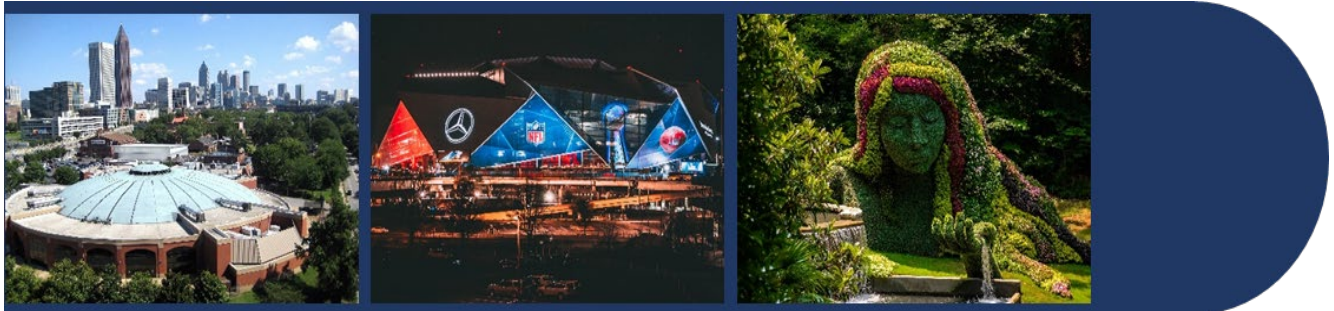
Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All employees of the Clerk’s Office are required to adhere to a Code of Conduct, copies of which are available upon request. All employees serve a one-year probationary period. As a condition of placement in this position, the 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 judiciary 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 judiciary 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.

ABOUT ATLANTA: Rich in arts and culture, "The City in the Forest" is a leader in film and TV production and home to several professional sports teams including the Atlanta Braves, Atlanta Falcons, Atlanta Hawks, Atlanta United, and Atlanta Dream. We enjoy mild winters and a climate that allows for almost year-round enjoyment of numerous parks, hiking trails, and other outdoor recreational areas.



THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.