



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE  
DISTRICT OF COLUMBIA**

**JOB OPPORTUNITY**

**Announcement No.:** 2020-08

**Position Title:** Systems and Network Administrator

**Grade/Salary Range:** CL-27/28 (\$57,625 - \$112,264)  
*(Equivalent to a GS 11/12. Salary determined by qualifications and experience.)*

**Position Location:** Washington, DC

**Position Information:** Full-time/Permanent/Excepted Service  
*(More than one position may be available)*

**Area of Consideration:** Open to all qualified individuals

**Open Date:** August 28, 2020

**Closing Date:** September 7, 2021

**How to Apply:**

Qualified individuals for this “at will” position must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- AO-78, Federal Judicial Branch Application for Employment (can be downloaded from [www.uscourts.gov](http://www.uscourts.gov))
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be completed to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement. Applicants who applied under Vacancy Announcement 2019-13 need not reapply.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts  
Attn: Human Resources (2020-08)  
333 Constitution Avenue, NW, Room 2718  
Washington, DC 20001

Or via e-mail to: [jobs@dcp.uscourts.gov](mailto:jobs@dcp.uscourts.gov)

**Agency Contact Person:** Marion L. Boulden, PHR, SHRM-CP  
Human Resources Manager  
(202) 565-1355

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## **JOB SUMMARY**

This position is located in the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia. The Systems and Network Administrator provides day-to-day operational support for Microsoft, Cisco, and VMware based information technology infrastructure, including Windows servers and Active Directory. The incumbent ensures effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments. Duties also include collaborating with supervisors, managers, executives, and judges locally as well as at other court units. The incumbent reports directly to the Director of Information Technology and provides quality customer service and systems support services.

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## **DUTIES AND RESPONSIBILITIES**

- Administer Windows Active Directory, Windows Group Policies, and Certificate Services.
- Administer Symantec NetBackup servers.
- Administer Disk Backup Storage and Backup Tape Libraries.
- Administer Dell Blade Servers and Enclosures.
- Administer Symantec Endpoint Protection servers.
- Administer Microsoft SQL servers.
- Manage Storage Area Network (SAN).
- Manage Dell Data Protection Enterprise server (including Self-Encrypting-Drive, Cylance, etc.).
- Manage the virtual environments (VMware products including vSphere, vCenter, Horizon View, and High Availability clusters).
- Manage the private PKI infrastructure.
- Manage the Single-Sign-On and Smart Card Sign-On services.
- Manage Distributed File System (DFS) and DFS Replication.
- Manage Drupal websites.
- Install, modify, enhance, test, and implement standard configurations for deployment of workstations, servers, and other network components and client software.
- Install, configure, and monitor Cisco devices (Switches, Firewalls, FirePOWER, DNA Center, ISE, Wireless LAN Controllers, and Wireless Access Points).

- Develop secure automated solutions for administrative and domain management tasks using scripting languages such as PowerShell, VBS, Python, etc.
- Develop automated alerts and reports using Splunk and PowerShell.
- Develop, maintain, and enhance local systems and applications, and implement adaptations to national systems.
- Monitor system and network performance (availability, utilization, throughput, and latency).
- Configure, deploy, and support Apple devices.
- Conduct and support authorized vulnerability scanning on systems, networks, databases, and applications.
- Participate in Business Continuation/Disaster Recovery infrastructure planning, building, and testing, including network performance, security, anti-virus, intrusion, web usage/monitoring, design, and acquisition of servers.
- Troubleshoot systems/network issues, identify/analyze root causes, and implement corrective actions.
- Perform preventive maintenance actions including system back-ups, error log reviews, database size and integrity checks.
- Create and document all actions, practices, procedures, and processes.
- Research and make recommendations in all areas of automation needs, objectives and capabilities, including anticipation of future requirements and problems.
- Interact with internal clients and vendors as part of engineering and administration activities, such as customer support, technical and operational integration, and system maintenance.
- Coordinate and manage diverse technical support tasks.
- Maintain high satisfaction (both internal and external) through successful and timely resolution of technical problems.
- Submit regular status updates and reports to a supervisor.
- Perform helpdesk related duties and provide on-call support.
- Perform other duties and assist with special projects and installments as assigned.

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## QUALIFICATIONS

**Required Education and Experience:** The successful candidate must possess a bachelor's degree from an accredited college or university in information technology or a field closely related to the subject matter of the position.

**To qualify for the CL-27,** the candidate must also possess a minimum of two years of specialized experience, including at least one year equivalent to work at the CL-25.

**To qualify for the CL-28,** the candidate must also possess a minimum of two years of specialized experience, including at least one year equivalent to work at the CL-27 level.

**Specialized Experience:** Progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

**Preferred Experience:** The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and be able to effectively communicate with technical support staff and non-technical users. Must be able to maintain complete and highly accurate records and files.

Excellent organization skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.

Must exercise good judgment, flexibility, and initiative.

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## **BENEFITS**

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, SmartBenefits (mass transit subsidy up to \$270 per month), and Long-Term Care Insurance
- Employee Recognition Program, budget permitting
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

*For more detailed information about Federal Judiciary benefits, please go to [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).*

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## **CONDITIONS OF EMPLOYMENT**

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check and a Moderate Risk Background Investigation (MBI). This is a five year background investigation with five year periodic updates.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

**Note: Position extended to September 7, 2021; however, the position may be closed if filled prior to this date.**