



**United States Bankruptcy Court
District of Arizona
230 North First Avenue, Suite 101
Phoenix, Arizona 85003-1706
(602) 682-4000**

Vacancy Announcement #23-05

Position: Network Systems Engineer/ IT Security Officer

Location: Phoenix, Arizona

Position Type: Regular, Full-Time

Salary Range: CL 28 \$69,059-\$112,268*
CL 29 \$82,125-\$133,494**
*Depending Upon Qualifications and Experience

Opening Date: November 30, 2023

Closing Date: Open Until Filled
(Preference given to applications received by December 15, 2023)

**Based upon performance, accretion of duties, and budget, this position may have the opportunity to promote to the Classification Level (CL 29) without further competition.

INTRODUCTION

The United States Bankruptcy Court for the District of Arizona is accepting applications for a Network System Engineer/IT Security Officer. This position is in the Phoenix Office and reports directly to the Director of Information Technology. The network engineer is responsible for the design, implementation, and maintenance of network systems, including but not limited to switches, routers, cabling, servers, national cloud services, workstations, VDI, and endpoint management. The position provides day-to-day operational support for Microsoft, Cisco, and VMware-based information technology infrastructure, including Windows servers and Active Directory. The engineer ensures effective and efficient server maintenance and operations workflow and practices to help improve the availability and performance of systems and dependent environments.

As the court's Security Officer, this position also determines security policies and implements security measures and solutions to protect court data and systems from loss or intrusion. The position also assists clerk's office staff, judges, and judge's staff in troubleshooting network, equipment, or software issues. Situational telework or condensed schedules may be available. However this is not a full-time telework position. This position also regularly works with judiciary Administrative Office staff (AO) regarding national services, hosting, and security. Periodic after-hours/weekend work, lifting and transporting equipment, and occasional travel to divisional offices are required.

REPRESENTATIVE DUTIES INCLUDE

The representative duties are intended to provide generalized examples of major duties and responsibilities performed by this position and do not reflect all duties assigned.

- Analyze needs, forecast, configure, maintain, and improve the Court's data communications network (DCN), local area networks (LAN), storage devices, physical and virtual environments, and endpoints.
- Monitor system and network performance, analyze, isolate, and solve complex system and network problems, and perform data backups as necessary.
- Perform administrative support and troubleshooting of Microsoft Office 365, Active Directory, and Group Policy.
- Participate in and support vulnerability assessment and mitigation.
- Perform software and hardware installations, patches, upgrades, and configurations/reconfigurations.
- Develop and implement short-term and long-term automation improvement plans for the court while project-managing those efforts.
- Develop expertise and prepare instructions to train peers or court staff.
- Developed and maintained network and security systems documentation and reports.
- Perform local on-site and remote access support and troubleshooting.
- Ensure all systems are configured, maintained, and operated to meet local and national standards.
- Participate in developing, testing, and implementing disaster recovery procedures for all automated information systems.
- Research and evaluate best security practices and technology, make recommendations, and implement technology and processes to minimize security risks. Complete security training as required.
- Write and update security policies, complete security scorecards, audits, and simulations as required, and plan for disaster recovery operations and testing.
- Promote awareness and adoption of security best practices.
- Perform helpdesk-related duties by assisting staff and external customers with routine IT-related inquiries regarding equipment, network, software, and user application issues and providing on-call support to judicial staff.
- Perform other duties as assigned.

QUALIFICATIONS

Required Education and Experience:

To qualify for the CL-28, the candidate must possess a minimum of two (2) years of specialized experience or the completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in a field closely related to the subject matter of the position. Specialized experience is a progressively responsible experience that is in, or closely related to, the work of the position that has provided the knowledge, skills, and abilities to perform the duties of the position successfully.

Preferred Experience:

Completion of a bachelor's degree in information technology from an accredited college or university.

Expert knowledge of operating systems, servers, and workstation products.

Direct experience with Splunk, Kace, Cisco, VMware, and desktop virtualization.

Network+ and Security+ Certification.

Knowledge of court policies, procedures, guidelines, or internal controls.

The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and effectively communicate with technical support staff and non-technical users.

Excellent organization skills, the ability to respond to requests on short notice, and multi-task.

SECURITY INVESTIGATIONS

Applicants considered for this position must undergo a full Office of Personnel Management (OPM) background investigation at appointment and every five (5) years thereafter, as well as a local background investigation.

CITIZENSHIP

Applicants must be citizens of the United States or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please visit <http://www.uscourts.gov>.

EMPLOYEE BENEFITS

- Time off: 11 paid holidays, 13 vacation days, and 13 sick leave days annually. After three (3) years (including any prior federal work experience), vacation days accrue at a higher rate.
- Federal pension and optional employer-matching Thrift Savings Plan (similar to 401K).
- Choice of various employer-subsidized federal health, dental, vision, and life insurance plans.
- Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars.
- Flexible work schedules with the ability to participate in telework opportunities, eligibility for the Public Service Loan Forgiveness Program, public transit subsidy, and reasonable work hours may be available.

APPLICATION PROCESS

To apply for this position, qualified candidates must submit the following **in one PDF document in the following order**:

- an introductory cover letter detailing relevant experience*
- a current detailed resume (including training that you have completed and obtained certifications)
- AO-78, Federal Judicial Branch Application for Employment
(download from <https://www.azb.uscourts.gov/> or <http://www.uscourts.gov>)
- please email the pdf document to azbrecruitment@azb.uscourts.gov

*The cover letter must include the following information; however, not to exceed two pages:

- vacancy announcement number 23-05
- highlighted qualities and strengths that you will bring to the position

Incomplete applications may not be considered. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or permanent resident in applying for citizenship. Successful applicants are provisionally hired pending the results of a background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Employees are required to adhere to the Code of Conduct for Judicial Employees. Direct deposit of pay is required. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement for any reason. Said modifications may occur without prior written or other notice.

DIVERSITY AND EQUITY FOCUSED EMPLOYER

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

Due to the volume of applications received, only applicants tested and interviewed will receive a written response regarding their application status.

**The United States Bankruptcy Court District of Arizona
is an Equal Opportunity Employer**