



POSITION ANNOUNCEMENT

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ALABAMA

Position Title:	Network Administrator
Grade Range:	CPS CL 26/27
Salary Range:	CL 26 (\$42,199 - \$68,639) - CL 27 (\$46,365 - \$75,407)
Location:	Birmingham, Alabama
Opening Date:	April 21, 2014
Closing Date:	OPEN UNTIL FILLED

Starting grade and salary dependent upon experience and qualifications.

POSITION OVERVIEW: The candidate will be responsible for the installation, configuration and support of computer hardware and software, telecommunications equipment, and audio/video equipment. Duties also include collaborating with supervisors, managers, executives, and judges.

DUTIES: Coordinate and link computer systems within an organization to increase compatibility and share information. Determine computer software or hardware needed to set up or alter systems. Train users to work with computer systems and programs. Diagnose hardware and custom off-the-shelf software problems, and replace defective components. Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations. Recommend changes to improve systems and configuration, as well as determine hardware or software requirements related to such changes. Maintain network security.

Develop and implement short-term and long-range automation improvement plans for the court, ensuring that the changes can be implemented with minimal disruption at the court site.

Perform data backups. Plan for disaster recovery operations and testing including network performance, security, anti-virus, intrusion, web usage/monitoring, design and acquisition of servers. Produce useful system documentation, and perform system startup and shutdown procedures, and maintain control records.

Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems.

Plan, coordinate, implement, and test network security measures in order to protect data, software, and hardware.

Design, configure, and implement computer hardware and operating system software. Develop standard guidelines to guide the use and acquisition of software and to protect vulnerable information.

QUALIFICATIONS/EXPERIENCE: The starting salary is dependent upon experience and qualifications.

Advanced knowledge of theories, principles, practices, and usage of computer hardware and software, including systems security standards, networking, audio/video equipment and Lotus Notes. Computer programming experience is preferred.

Completion of a degree in computer science or related field is required.

MISCELLANEOUS: The Network Administrator is an excepted service appointment. Excepted service appointments are “at-will” employees who serve at the pleasure of the court and can be terminated by the court with or without cause. The successful applicant will be placed on a six month probationary period.

Candidates must meet citizenship requirements for employment by the United States Courts.

This position is subject to mandatory direct deposit of net pay.

Reimbursement for travel and/or relocation is not available.

The U. S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement and/or fill the position earlier than the closing date without prior notice. This job announcement may result in filling more than one position.

BACKGROUND CHECK: This position is a high sensitive position within the federal judiciary. Employment will be considered provisional pending the successful completion of a ten-year, full field Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years.

BENEFITS: Employees of the United States District Court are *not* included in the government’s Civil Service classification. They are, however, entitled to similar benefits as other Federal employees.

10 paid holidays per year

13 days paid vacation for the first three years; 20 days after three years; 26 days after 15 years

Choice of federal health, vision, dental and life insurance plans

Optional long-term care insurance

Optional participation in Health and Dependent Care Reimbursement Accounts

Participation in the Federal Employees Retirement System

Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

HOW TO APPLY: Qualified persons are invited to submit a cover letter, including a list of three professional references (with contact information), and an AO-78 Application for Judicial Branch Federal Employment which is available at <http://www.alnd.uscourts.gov>.

Please submit cover letter and application by mail in an envelope marked “CONFIDENTIAL” to Personnel Specialist, U. S. District Court, 1729 5th Avenue North, Birmingham, AL 35203, or by e-mail (pdf) to personnel@alnd.uscourts.gov.

The most highly qualified candidates will be referred for further consideration and possible interview. Only applicants who are selected for interviews will be contacted by the Court.

EQUAL OPPORTUNITY EMPLOYER