



**United States Bankruptcy Court
Northern District of Georgia**

VACANCY ANNOUNCEMENT

Position:	Network Administrator
Location:	Atlanta, GA
Opening Date:	July 9, 2015
Closing Date:	August 9, 2015 or until filled
Salary:	CL 28/29 (\$58,660 - \$113,415) DOE and qualifications

Description of Duties: The *Network Administrator* provides analysis of user needs and the current and future needs of the Court. The Network Administrator reports to the Chief Deputy of I.T., and will work closely with the remaining I.T. staff.

- Assist with the support and enhancement of a Microsoft Server 2008 environment in four court locations, including Active Directory.
- Assist with supporting servers to include administration and maintenance of services currently running on Microsoft Windows Server 2008 Operating Systems;
- Troubleshoot complex Windows 200X and Active Directory server problems;
- Provide assistance with VMWare 5.X and virtual desktops using VMWare.
- Provide support in configuring, implementing, installing, upgrading, maintaining, optimizing and troubleshooting all components of a Virtual Desktop Infrastructure;
- Support a multiple-server environment with at least 150 users, creating user accounts, groups and ACLs, and providing support on the whole Microsoft network environment;
- Assist in the development and implementation of short and long-range automation initiatives for the Court, ensuring that changes can be implemented with minimal disruption;
- Fully participate in advising the Clerk of Court and Senior Management in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and challenges;
- Assist in evaluating automated functions presently performed and make recommendations on how to improve them;
- Provide user support and problem resolution for systems-related problems;
- Analyze system failures to identify the nature and source of the failure and take corrective actions; and, diagnose computer and peripheral equipment malfunctions as they relate to assigned servers; and
- Assist the I.T. staff and perform other office automation user support and project duties, as assigned.

Mandatory Qualifications: A strong background in the administration of Microsoft Active Directory Servers. Extensive experience and a strong working knowledge of configuring, implementing, installing, upgrading, maintaining, optimizing and troubleshooting VMWare and all components of a Virtual Desktop Infrastructure utilizing VMWare is essential.

For consideration at the CL 28, incumbents must have at least one (1) year equivalent to work at the CL 27; for consideration at the CL 29, incumbents must have at least one (1) year equivalent to work at the CL 28.

Specialized Experience may include: Extensive experience working as an Information Technology professional within a virtualized environment. A strong background with LAN networking support including VLAN and switch configuration.

Desirable Qualifications:

- College degree in Information Systems Management / Computer Science or related field (commensurate experience may be substituted) from an accredited institution;

- Familiarity with various application software used in the Court – MS Office, Lotus Notes; Demonstrated ability to interact with system users in a positive and supportive manner; mature, responsible, and reliable;
- Possess excellent interpersonal, oral, and written communication skills;
- Possess an understanding of operational and financial processes in a court environment;
- The ability to take the initiative to learn new programs quickly.

How to Apply: To apply for this position, qualified applicants should submit: 1) a resume; 2) a cover letter addressing qualifications and relevant experience; and 3) a Form AO 78, Application for Judicial Branch Federal Employment, available on the Court’s website at: <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.

Completed application packages should be submitted electronically to Jason_LeFevers@ganb.uscourts.gov, or via postage to:

Human Resources Manager, Vacancy #15-07
75 Spring Street, SW, Room 1356
Atlanta, GA 30303.

Preference will be given to those applications received on or before the closing date of August 9, 2015. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

Notice to Applicants: Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check, including fingerprinting, as well as a check of financial and credit records. Applicants selected for an interview will be required to take a short proficiency test at the time of the interview. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States.

The United States Bankruptcy 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, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

Employment Benefits: Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long term care insurance.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employees contribution).

The United States Bankruptcy Court is an **Equal Opportunity Employer**.