

***United States District Court
Northern District of West Virginia
Vacancy Announcement***

Position Title:	Network Administrator
Location:	Wheeling, West Virginia
Open Date:	March 1, 2018
Anticipated Start Date:	April 16, 2018
Job Grade/Salary:	CPS CL 28/25 TO CL 28/61 (\$73,375 - \$95,388)
Deadline:	First cut-off date for review of applications is March 16, 2018. Position is open until filled.
Announcement #	18-06

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of Network Administrator in the Information Technology Department. The Network Administrator coordinates and oversees the court unit's information technology networks and systems. The incumbent performs both routine and complex network administration and systems duties, including developing standards, recommending network and/or systems infrastructure changes, and coordinating and implementing network security measures. The position is based at the Wheeling, West Virginia, point of holding court, but will also support staff and require travel as needed to the other points of holding court in Clarksburg, Elkins, and Martinsburg on a regular basis. This position may require further travel within the United States.

Representative Duties:

- Analyze needs, coordinate, and configure computer network systems to increase compatibility and share information. Determine computer software or hardware needed to set up or alter systems. Train other technicians 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 configurations, as well as determine hardware or software requirements related to such changes.
- Analyze, 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.
- 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. Monitor and perform data backups.

- Monitor network infrastructure and components, including all servers and workstations, and implement improvements to performance and security. Design, modify, enhance, test, and implement standard configurations for deployment of workstations, servers, and network components and client software.
- Responsible for assisting with the day-to-day operations and maintenance of information technology systems to include network and help desk, hardware and software programs, courtroom technology, and remote and mobile information systems.
- Recommend, schedule, test, and validate deployment of patches, security updates, and other upgrades to servers, workstations, and network components. Monitor providers websites to ensure patches are tested and applied in a timely fashion.
- Evaluate, recommend, and implement processes to improve efficiencies and performance of the networks through the development or purchase of products to automate and monitor routine tasks such as server and workstation maintenance activities, performance monitoring and reporting, installation of software or firmware upgrades, patches, etc.
- 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. Identify and assess risks by performing security analysis and assist in producing detailed security plans. Oversee configuration and monitoring of firewall operations.
- Develop and implement standard procedures to guide the use and acquisition of software and to protect vulnerable information, data, and documents.
- Provide on-site network support for divisional offices and remote hearing locations.
- Supervise on-site vendors. Participate in district-wide network projects. Prepare and propose automation funding needs for fiscal budget. Recommend actions to cover projected shortfalls.
- Lead project teams in managing information technology projects and implementing and integrating systems with other networks.
- Perform other duties as assigned.

Qualifications and Requirements: Applicants for the position should have the following qualifications and requirements:

- Three years of general experience and five years of specialized experience.

Specialized experience is progressively responsible experience, designing, implementing or maintaining computer systems that include the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.

Education at the master's degree level or two years of graduate study may be substituted for required specialized experience if obtained in a field closely related to the subject matter of this position.

Preferred Qualifications: The following qualifications and requirements are not required, but preferred qualifications for this position:

- Prior Federal Court IT knowledge or experience.
- Knowledge of data networking and security concepts and practices.

Miscellaneous:

- U.S. citizenship required.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- The selected candidate will be subject to a full OPM background search that includes an FBI fingerprint check as a condition of employment. Subsequent background searches will be required every five years. Appointment will be made conditional to an acceptable background investigation report.
- Employees of the U.S. District Court are “At Will” employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at www.wvnd.uscourts.gov.
- Position may require travel.

Benefits:

Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, a retirement plan and portable savings plan with matching contributions, and a professional environment.

Application Requirements:

Qualified applicants should submit:

- a completed standard form, AO 78, Application for Judicial Branch Federal Employment (download from <http://www.uscourts.gov/forms/human-resources-forms> or the form may be requested via telephone at 304-234-0399);
- resume;
- salary history; and
- contact information for three professional references.

All documents listed above should be marked “confidential” and submitted to:

Kelly Fry, HR Administrator
U.S. District Court
1125 Chapline Street
P.O. Box 471
Wheeling WV 26003 or kelly_fry@wvnd.uscourts.gov

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