



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

<b>Position Title:</b>	Information Technology Administrator
<b>Location:</b>	Northern District of West Virginia
<b>Open Date:</b>	May 30, 2024
<b>Job Grade/Salary:</b>	CPS CL 29/25 TO CL 29/61 (\$103,409 - \$153,366)
<b>Deadline:</b>	First cut-off date for review of applications is June 28, 2024. Position is open until filled.
<b>Announcement #</b>	WVN 2024-02

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The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of Information Technology Administrator in the Shared Services Information Technology Department (Chambers, Clerk's Office and Probation). The position will be based at one of our points of holding court in Clarksburg, Elkins, Martinsburg, or Wheeling, West Virginia. This position will require travel to all offices and may require further travel within the United States.

### **Position Description:**

The Information Technology Administrator coordinates and oversees the court units' information technology networks and courtroom systems for the district. The incumbent performs both routine and complex courtroom and network administration duties, including developing standards, recommending and implementing improvements to existing courtroom and/or network infrastructures and systems, and coordinating security measures. The duties also include collaborating with supervisors, managers, executives, and judges locally as well as other court units. The Information Technology Administrator works with all court units with unique requirements; thus, must ensure all network infra-structure architecture works cohesively to meet the needs of each agency.

### **Representative Duties:**

- Consult with and provide advice and guidance to judges, senior managers, and staff of the courts throughout the district and the circuit on current and future courtroom and network technologies and the automation of manual court processes. Recommend strategies and developments of software and hardware solutions to enhance both existing and new courtroom and network systems.
- Oversee and troubleshoot the day-to-day operation of applicable technology used in the court to ensure reliable and effective operation. Develop, configure and perform requisite programming, adaptations, and upgrades to accommodate local needs.
- Design, modify, configure, install, and maintain various courtroom and network technologies, devices and services (i.e. audio/visual equipment, switches, firewalls, etc.) and support infrastructures.

- Perform courtroom and network maintenance and system upgrades including service packs, patches, security configurations, distribution systems, and wireless systems.
- Work within established configuration and change management policies to ensure awareness, approval and success of changes made to the courtroom and network systems and infrastructures.
- Develop, implement, and manage large and small scale projects from inception to delivery, including developing complex project plans, thorough design plans, and detailed time lines. Ensure adequate resources are available, coordinate and lead project meetings, and ensure projects are delivered on time and within the confines of the project budget.
- Participate in research and recommendations of new technologies including new mobile technology, equipment for courtroom technology environments, and data networking.
- Develop and conduct training for judges, court management, and user community to include courtroom technology, techniques, applications, and utilization of programs.
- Maximize network performance through monitoring, troubleshooting, scheduling upgrades, system resource utilization, and collaborating with other network staff resources that optimize performance; provide tier two and three level network support to resolve issues.
- Perform network scheduled testing and updates as assigned to validate redundancy to provide network connectivity in accordance with district requirements; secure network by establishing and enforcing policies to define and monitor network access; track network usage and trends; create baselines for capacity planning.
- Collaborate and maintain contact with other IT/automation court personnel at different locations and levels for the purpose of remaining knowledgeable of developments, techniques, and user programs and support team members on various projects and initiatives.
- Prepare and maintain documentation for local networks as well as for systems acquired from outside the court or the Administrative Office; prepare and maintain technical documentation for all hardware; produce reports for any standardized and ad hoc requests for upper management.
- Monitor, review, and analyze internal controls to ensure development projects meet or exceed established controls and separation of duties.
- Provide on-site support for divisional offices and remote hearing locations.
- Perform other duties as assigned.

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

- Education - H.S. Diploma and three years of general experience or completion of a bachelor's degree from an accredited college in a related field; and
- Three 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 courtroom systems, computer programming, networking (WAN/LAN/VPN), 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 court IT knowledge or experience.
- Knowledge of data networking and security concepts and practices.

**Miscellaneous:**

- U.S. citizenship required or lawful permanent residents seeking U.S. citizenship.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- The selected candidate will be subject to a background investigation by Office of Personnel Management (OPM) that includes an FBI fingerprint check as a condition of employment.
- Veterans' preference is not a factor used in Judicial Branch appointments.
- 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/](http://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. Additional benefit information is available at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

**Application Procedure:**

Qualified applicants must submit **one** PDF file with a completed [Application for Judicial Branch Federal Employment](#) (AO 78), a cover letter and a resume with professional references. The PDF file should be sent 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](mailto:kelly_fry@wvnd.uscourts.gov)

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