

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

<b>Position Title:</b>	Systems Administrator
<b>Location:</b>	Clarksburg, West Virginia
<b>Open Date:</b>	May 28, 2020
<b>Job Grade/Salary:</b>	CPS CL 28/25 TO CL 28/61 (\$76,721 - \$99,762)
<b>Deadline:</b>	First cut-off date for review of applications is June 26, 2020. Position is open until filled. <b>Revised – First cut-off date for review of applications is July 10, 2020.</b>
<b>Announcement #</b>	WVN 2020-04

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The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of Systems Administrator in the Information Technology Department. The Systems Administrator coordinates and oversees the information technology infrastructure and implements complex updates, including developing systems documentation and data network security. The incumbent troubleshoots and resolves operational and network-related automation problems and provides IT support to all end users. The position is based at the Clarksburg, West Virginia, point of holding court, but will also support staff and require travel as needed to the other points of holding court in Elkins, Martinsburg, and Wheeling on a regular basis. This position may require further travel within the United States.

**Representative Duties:**

- Provide technical expertise as a team member in the development and operational support of the court's systems and services.
- Design, test, and deploy new or enhanced hardware including resident software services. Perform troubleshooting and triage during service failure scenarios and participate in detailed investigations to determine root cause and corrective actions.
- Support the court's current LAN/WAN network environment and integration into future unified communications networking systems.
- Provide hardware and software support for courtroom technology, including installing upgrades, troubleshooting, and testing courtroom audio/video systems.
- Ensure effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments.
- Plan for disaster recovery operations and testing, including systems performance, security, anti-virus, intrusion, web usage/monitoring, design, and acquisition of hardware. Produce useful system documentation, and perform system startup and shutdown procedures, and maintain control records. Monitor and perform data backups.
- 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.
- Provide on-site systems support for divisional offices and remote hearing locations.

- Provide hardware and software support for Windows Server 2012 and Windows 10.
- Provide troubleshooting support for the court's case management system, locally developed ECF and e-Filing systems, Active Directory, IIS, Office 365, and other court-developed software applications and services.
- Supervise on-site vendors. Participate in district-wide IT projects.
- Responsible for the creation, maintenance, and enhancement of data backup and recovery procedures and practices.
- Conduct comprehensive data security assessments and provide for network security through hardware and/or software solutions.
- Analyze and research procurement needs relating to the purchase of new hardware and dependent accessories including software utilities and backup tapes.
- Create and maintain systems documentation.
- Perform other related duties or special projects, as assigned.

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

- Bachelor's degree from an accredited college or university with three years of general experience and three years of specialized experience, including at least one year equivalent to work at the CL 27 level. 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.
- Solid understanding of computer systems and network environments.
- Proactive and responsive customer service skills, including excellent verbal and written communication skills.
- Exceptional organization and time management skills. Ability to prioritize multiple tasks and demands while meeting and fulfilling established deadlines and commitments.
- Ability to work during non-business hours when required.
- Ability to lift and move equipment up to 50 pounds.

**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 investigation 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](http://www.wvnd.uscourts.gov).
- Position will 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 Requirements:**

Qualified applicants should submit in one PDF file:

- a completed standard form, AO 78, Application for Judicial Branch Federal Employment (download from <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment> or the form may be requested via telephone at 304-234-0399);
- cover letter and 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](mailto:kelly_fry@wvnd.uscourts.gov)

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