

Position Title: Systems & Network Administrator

Vacancy #: 23-03
Location: Columbia, South Carolina
Salary Range: CL-27/1 (\$55,266) to CL-28/61 (\$107,701)*
Opening date: February 10, 2023
Closing date: Open until filled, with preference given to applications received by March 3, 2023

*Position classification, job grade, and salary are based on human resources policies, qualifications, experience, applicant's current salary or federal pay grade, and preferred skills.

Position Description

This position is in the Clerk's Office of the United States District Court, District of South Carolina. The district encompasses 7 locations and approximately 175 users. The Systems & Network Administrator is responsible for ensuring availability, performance, and security of IT infrastructure. The incumbent reports directly to the IT Supervisor.

Representative Duties

- Perform routine and specialized technical support for installation and administration of the court's local and wide area network.
- Administer physical and virtual servers and ensure high availability.
- Ensure performance and reliability of backup and replication solutions.
- Monitor IT infrastructure 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.
- Support directory services, group policy development and troubleshooting.
- Assist with the development and administration of security policies and guidance. Create and employ methodologies, templates, guidelines, checklists, procedures, and other documents in support of the court's IT security framework.
- Perform research to identify potential vulnerabilities in, threats to, existing and proposed technologies, and develop and implement effective mechanisms and procedures for mitigating risks and threats.
- Recommend, schedule, test, and validate deployment of patches, security updates, and other upgrades to servers, workstations, and network components.
- Assist internal and external customers with routine IT-related inquiries regarding equipment, network, software problems, and user application questions.
- Create and maintain system documentation.
- Perform helpdesk related duties and provide on-call support.
- Perform other job-related duties as assigned.

Minimum Qualifications and Experience

Applicant must be a high school graduate, or equivalent, with a minimum of four years specialized experience. Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the knowledge, skills, and abilities to successfully perform the duties of the position. Education at the master's degree level or two years of graduate study may be substituted for the required specialized experience if obtained in a field directly related to the subject-matter of this position.

Strong troubleshooting abilities and customer service skills are mandatory. Excellent organization skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.

The employee must be able to occasionally work after hours and weekends. Some travel, including overnight trips, will be required. This position requires the ability to lift a minimum of 50 pounds, and the physical mobility to access equipment wherever it may be positioned (e.g., under desks, on racks, etc.).

Preferred Qualifications and Experience

Preference will also be given to those applicants who have the following qualifications:

- Proven experience with implementing and managing enterprise networks.
- Knowledge and experience with configuration and management of Cisco network switches, Microsoft Windows and Red Hat LINUX servers.
- Proven IT security experience - a strong understanding of IT security best practices, and demonstrated ability to analyze, design, and implement security policies and procedures.
- Experience supporting Azure AD, Azure Storage data services, SharePoint, Teams.
- Experience using enterprise patch management applications, vulnerability scanners, web application firewalls, SIEMs and mobile device management.
- Experience with server and desktop virtualization technologies.
- Strong documentation experience with Visio.
- Certifications: CCNA, CCNE, CISA, CISM, CISSP, Microsoft Server certification, RHCE, Security+, Network+
- Work experience that provides evidence of strong organizational and customer service skills; the ability to work cooperatively with clients, team members, and managers; the ability to handle multiple priorities; and the ability to follow an assigned project through to completion.
- Excellent interpersonal and communication skills, both oral and written.
- Information Technology experience in federal courts, agencies, law firms or other legal environments.

Other qualifications/skills:

- Ability to maintain confidentiality and use sound judgment.
- Ability to consistently display to all persons, a courteous, professional, and cooperative attitude.

Benefits

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- Eleven (11) paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program.
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits (FEHB), the Federal Employee Group Life Insurance (FEGLI), the Federal Employees Dental and Vision Insurance Plans (FEDVIP), and the Flexible Spending Programs.

The following link is provided for additional information regarding Federal Judiciary benefits:

<https://www.uscourts.gov/careers/benefits>

Conditions of Employment

- Employees must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in Title 8 U.S.C. § 1324b(a)(3)(B).
- Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to applicants to review upon request.
- Employees of the United States District Courts are not included in the government's Civil Service classification but are under an excepted appointment and therefore serve "at will" and can be terminated with or without cause by the court.
- Employees in this position will be subject to a five-year background investigation, with updates every five years thereafter. This position is considered a high-sensitive position. The applicant selected for the position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Application Procedure

Qualified individuals must submit the following information and must be submitted in one PDF document:

- A cover letter detailing how your experience relates to the position requirements
- The Application for Federal Employment (AO-78) – a link to the form is provided here <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>
- A resume detailing all relevant experience, education, and skills
- A list of three professional references with current contact information.

Position is open until filled. Priority consideration will be given to applications received by **4:30 PM on Friday, March 3, 2023**. Submit application packet in **one PDF document** and send via email to personnel@scd.uscourts.gov. Include "**Vacancy #23-03**" in the subject line. Hard copies and faxed copies of applications will not be accepted.

Incomplete applications will not be considered. All applicants will be screened to identify the most qualified and suitable candidate. Only applicants selected for an interview will be contacted and must travel at their own expense. Unsuccessful applicants will not be contacted. Please do not contact the court to inquire about the status of your application.

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which may occur without any prior written or other notice.

The United States District Court is an Equal Opportunity Employer