

# Network System Administrator Telework Opportunity



## U.S. Court of Appeals for the Fourth Circuit

### WEBSITE

ca4.uscourts.gov

### PHONE

804-916-2184

Where **INTEGRITY, COLLABORATION, COLLEGIALLY, & exceptional CUSTOMER SERVICE** are our values.

- **Announcement #:** 2022-NSA
- **Location:** TBD – Richmond, VA, or Telework Opportunity within the Fourth Circuit States (MD, NC, SC, VA, and WV)
- **Appointment:** Career / Fulltime
- **Schedule:** Flexible
- **Open Until Filled** – Preference given to applications received by October 14, 2022.

### ABOUT THE JOB

The Network System Administrator serves as the general network, desktop, and server administrator for the Court. The primary responsibilities of the job include: (a) planning for and implementing highly complex information technology projects; (b) troubleshooting complex hardware and software problems; and (c) recommending, planning, and installing new systems, products, and applications.

### WHAT WE ARE LOOKING FOR

Our ideal candidate is capable of developing and managing IT initiatives, has excellent interpersonal skills, has an outstanding work ethic, has unquestioned integrity, is attentive to details, and is committed to providing excellent customer service.

### WHAT WE OFFER

The opportunity to work autonomously yet collaboratively, to continue growing the IT program, and to continue the Fourth Circuit's reputation as an exemplary workplace.

### PAY RANGES

- \$52,967 - \$86,084 (CL-27) or
- \$63,467 - \$103,208 (CL-28).

*Range and step within the range depend on experience and qualifications. Pay ranges are based on the Rest of the US pay table and could be higher based on the location of the duty station.*

### Examples of Duties and Responsibilities

- Analyze, isolate, and solve complex system problems.
- Recommend, install, configure, and provide technical support for complex administrative operations specific to national applications.
- Install, configure, administer, and troubleshoot server operating systems.
- Install, configure, administer, and troubleshoot firewalls, routers, switches, and wireless access points.
- Implement new network solutions and/or improve the efficiency of current networks.
- Ensure operating systems and systems software components are properly installed, maintained, and supported.
- Plan, design, and implement group policies.
- Support Active Directory and DNS.
- Support infrastructure and users throughout the circuit.
- Prepare clear and effective written instructions as well as reports and memoranda for users and IT staff.
- Perform other duties as assigned or necessary.

## QUALIFICATIONS

### Required

- CL-27: Two (2) years, or CL-28: Three (3) years of full-time specialized experience.
- Knowledge of computer hardware, software, and networks.
- Knowledge of Microsoft Office 365.
- Knowledge of theories, principles, practices and techniques of computer hardware and software applications.
- Experience with Microsoft Windows Server, DNS, and Group Policy.
- Experience with networking equipment including routers, switches, and wireless technologies (preferably Cisco).
- Must be an innovative and creative problem solver who can effectively work with management on projects and daily challenges.
- Exceptional ability to communicate technical concepts to non-technical staff.
- The incumbent must always manifest the highest degree of professionalism, courtesy, tact, and diplomacy; have excellent written, oral, and interpersonal skills; and unquestionable integrity.
- Ability to work independently and in a team environment as well as the ability to manage multiple projects and priorities within strict deadlines in a fast-paced environment.
- Occasional travel. Duties may require working outside of normal business hours. Physical effort may be involved in moving, connecting, or troubleshooting equipment.

### Preferred

- Experience with Quest KACE or Microsoft SCCM.
- Familiarity with CIS Controls or implementing CIS Benchmarks.

## HOW TO APPLY

Email the following in a single PDF document to Human Resources at [vacancy@ca4.uscourts.gov](mailto:vacancy@ca4.uscourts.gov).

- (1) **Cover letter** detailing qualifications and experience.
- (2) **Resume** that includes the name, title, and the contact information of three professional references.
- (3) **AO78–Application for Employment**. (Available at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.)

Please include the title of the position in the subject line of the email, and please note in the cover letter where you saw the announcement. Receipt of applications will be acknowledged.

First-round interviews will be held virtually. Interviews beyond the first round will be held in person in Richmond, VA. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.

## BENEFITS

- **Health, Dental, Vision, Life, and Long-Term Care** insurance are available.
- **Vacation, Sick Leave, and Holidays**.
- **Retirement (FERS)**.
- **Thrift Savings Plan** (similar to a 401(k) plan).
- **Flexible Spending Accounts** for health care, dependent care, and commuter expenses.
- **Mass Transit Subsidy** (location and budget dependent).

The Court is a qualifying employer for Public Service Loan Forgiveness.

## CONDITIONS OF EMPLOYMENT

Must be a citizen of the United States or meet requirements for compensation under current law. Positions with the U.S. Courts are excepted service appointments, meaning they are at will and can be terminated with or without cause by the Court. Employees are subject to *The Judicial Code of Ethics and Conduct*, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background investigation, which includes fingerprinting, that is updated every five years. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

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 these actions may occur without any prior written or other type of notice.