

IT Administrator Career Opportunity



U.S. Court of Appeals for the Fourth Circuit

WEBSITE
ca4.uscourts.gov

PHONE
804-916-2184

- **Announcement #:** 2020-ITA-R
- **Location:** Richmond, VA
- **Appointment:** Career / Fulltime
- **Open Until Filled** – Preference given to applications received by November 1, 2020.

The Court offers a robust and competitive benefits package (see **Page Two**) and is a qualifying employer for **Public Service Loan Forgiveness**.

Fourth Circuit

The United States Court of Appeals is part of the judicial branch of the federal government. The 94 U.S. judicial districts are organized into 12 regional circuits, each of which has a United States court of appeals. A court of appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Fourth Circuit encompasses the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia.

ABOUT THE JOB

The IT 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.

The Fourth Circuit prides itself on being a collegial, collaborative, and progressive organization. We are an organization that promotes creativity and innovation, believes in diversity and inclusion, recognizes excellence, and makes a difference in administering justice. In return, we are looking for strong candidates who share our vision and passion. 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 excellent customer service.

OVERVIEW OF DUTIES

- Analyze, isolate, and solve complex system problems.
- Recommend, install, configure and provide technical support for complex administrative operations specific to national applications.
- Perform routines and specialized technical support regarding the configuration, maintenance, and support of court email systems and applications.
- Perform routine and specialized support for installation and administration of local area network hardware, operating systems, and software. Perform advanced administrative support and troubleshooting of Microsoft Active Directory. Perform local and remote access support and troubleshooting.
- Prepare clear and effective written instructions as well as reports and memoranda for users and IT staff. Provide end-user support. Train users on different systems and programs.
- Perform other duties as assigned or necessary.

SALARY RANGES

- **\$48,208-\$78,363** (CL-26) with promotion potential without further competition, or
- **\$52,975-\$86,081** (CL-27), with promotion potential without further competition, or
- **\$63,476-\$103,204** (CL-28), depending on experience and qualifications.

QUALIFICATIONS

Required Qualifications

- CL-26, CL-27, CL-28: One (1) year, two (2) years, or three (3) years of full-time specialized experience, respectively. (Internal candidates: one year of experience must be equivalent to CL-25 for CL-26 or CL-27, and CL-27 for CL-28.)
- 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.
- 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.
- Work is performed in an office setting with occasional travel. Duties may require working outside of normal business hours. Physical effort may be involved in moving, connecting, or troubleshooting equipment.

Preferred Qualifications

- Bachelor's degree in Computer Science or related field.
- Experience with networking equipment including routers, switches, and wireless technologies (preferably Cisco).

APPLICATION PROCEDURE

Email the following in a single PDF document to Human Resources at 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 on the Web that you saw the announcement. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted.

BENEFITS

- **Vacation time** accrues at a rate of 104 hours per year the first three years and increases with tenure.
- **Sick days** accrue at a rate of 104 hours per year.
- Ten paid annual **holidays**.
- **Flexible schedules**.
- **Telework** opportunities.
- A variety of Agency-subsidized federal **health insurance** plans are available.
- **Dental** and **vision** coverage, **life insurance**, and **long-term care insurance** are available.
- **Flexible spending accounts** for healthcare, dependent care and commuter expenses.
- **Federal Employees Retirement System (FERS)**.
- **Thrift Savings Plan** (similar to a 401(k) plan).
- **Mass transit subsidy** (budget dependent).

CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or meet requirements under current law. Federal judiciary employees serve under "Excepted Appointments," and are thus "at-will," and as such, can be terminated with or without cause. 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. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

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.

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