



# Network Administrator

## U.S. Bankruptcy Court Southern District of California

### **Salary:**

CL-28/29 \$61,069 - \$118,074 (depending on qualifications).

Promotional potential to the CL-29 levels without further competition.

### **Posting Dates:**

Wednesday, August 12, 2015 through Sunday, August 30, 2015

The U.S. Bankruptcy Court for the Southern District of California, located in downtown San Diego seeks a full-time permanent experienced professional with a successful background in network administration. The ideal candidate will be a self-starter with demonstrated analytical and problem solving skills, professional demeanor, and ability to exercise sound judgment; will have excellent interpersonal and communication skills, both oral and written; and excellent organizational skills, including ability to manage multiple high impact projects and priorities within strict deadlines in a fast paced environment.

This position will support the Information Technology team in the role of maintaining, designing, implementing, monitoring, troubleshooting and improving network hardware, operating systems, communications protocols and software applications. Duties may occasionally require working during non-business hours.

### **Representative Duties**

Major duties include network and SAN administration, administration of the virtual environment, and network back-up administration. In addition, the incumbent will assist other team members with help desk support.

The Network Administrator is responsible for Microsoft Active Directory in a mixed computing environment of Windows, Linux, and Apple Operating Systems. Manage data backup for all servers and ensure that cyclical replacement strategy for server environment is followed. Participate in the development, testing, and implementation of disaster recovery procedures for critical systems to ensure continuous operations of court systems. Ensure that all systems are designed, maintained, and operated to meet local and national standards. Installation and configuration of network printers, routers, switches, etc.; including installation of cat 5/6 cabling when needed. Responsible for all virtualized servers and desktops. Serve as technical expert on anti-malware strategies, patch management and software distribution (ZENworks), and vulnerability assessment techniques.

### **Duties and Responsibilities**

Please refer to the position description.

### **Minimum Qualifications**

The successful candidate will have the equivalent of a MCSE and a minimum of 3 years hands on network experience to include Microsoft Active Directory, switch, router and access point configuration. Experience providing support with Microsoft Windows Server 2008 R2 or later, GPO management, Active Directory, DNS, DHCP, and Microsoft WSUS including installation, configuration, troubleshooting, and administration. Duties require working during non-business hours.

## **Preferred Qualifications**

- Experience providing support with Microsoft Windows Server 2008 R2 or later, GPO management, Active Directory, DNS, DHCP, and Microsoft WSUS including installation, configuration, troubleshooting, and administration.
- Experience in LAN/WAN and Wi-Fi administration, troubleshooting, operation and maintenance of routers, and switches.
- Experience ensuring the 24-7 availability of the network.
- Experience with Symantec Backup Exec, Lotus Notes, and familiarity with VPN, and RAS.
- Completion of a Computer Science Bachelor's Degree.

## **Employee Benefits**

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are covered by the Court Personnel System (CPS), considered at-will and are not covered by federal civil service classifications or regulations, but they are entitled to the same benefits as other federal employees.

Benefits include:

- 13 days paid vacation for the first three years of employment, 20 days after three years, 26 days after fifteen years;
- 13 days paid sick leave per year;
- 10 paid national holidays per year;
- Flexible work schedules;
- Choice of medical, dental and vision coverage from a wide variety of plans;
- Pre-tax programs (health, dependent care, and transportation);
- Life Insurance options;
- Federal Employees Retirement System;
- Matching Retirement Program.

## **Information for Applicants**

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one.

This position is open to all qualified individuals. Applicants must be U.S. citizens or eligible to work in the United States.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll direct deposit.

## **How to Apply**

**Preferred method** – submit your cover letter and resume as one PDF file through the court's website at <http://www.casb.uscourts.gov/html/jobs.htm>.

Resume and cover letters will be accepted through Sunday, August 30, 2015.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.