



# Network Administrator

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

Salary: CL-28/29 \$75,070 - \$145,113 (depending on qualifications).  
Promotional potential to the CL-29 levels without further competition.

The position will be open until filled.

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, a professional demeanor, exercise sound judgment, excellent interpersonal and communication skills, both oral and written and excellent organizational skills, including the 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, network policies, and software applications. Duties may occasionally require working during non-business hours.

### **Representative Duties**

- Responsible for the day-to-day administration, monitoring, and maintenance of the Court's server, network, and storage infrastructure. Scope of responsibility includes administration and maintenance of services currently running on VMware vSphere, VMware Horizon View, Citrix XenServer, and Microsoft Windows Server 2012 and above; troubleshooting complex VMware vSphere and Windows Server problems; and supporting an Active Directory environment, including creating user accounts, groups, and ACLs. Additional responsibilities include SAN administration, specifically Dell EqualLogic and Dell EMC ME4024 network storage technologies.
- Assist in developing and implementing short- and long-range technology improvement plans for the Court, ensuring that changes can be implemented with minimal disruption at the court site. Advise Information Systems Manager in all areas of technology needs, objectives, and capabilities, including anticipation of future requirements and problems. Assist in evaluating automated functions presently performed and make recommendations on technical changes.
- Responsible for confidentiality, integrity, and availability of all court data stored on Court owned or maintained servers or services, including local file shares and Office 365. Responsible for local backup and off-site replication of court data.
- Provide end-to-end support for the entire computing environment, including end-user workstations. Serve as escalation point for support and problem resolution for the help desk support team.
- Adapt software and documentation; perform testing; and coordinate timely repair of all assigned servers and services. Perform root cause analysis as well as risk remediation by taking appropriate corrective actions. Diagnose computer and peripheral equipment malfunctions as they relate to assigned responsibilities.
- The position will backup other IT staff and perform other office duties, user support, and projects as assigned.
- Candidate must be able to work collaboratively and professionally in a team environment.
- The position requires the movement and lifting of equipment.

### **Minimum Qualifications**

At least two years of specialized experience. Specialized experience is progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully. Educational substitutions may apply. An applicant must possess in-

depth knowledge of IT, software, networks, and theories, principles, practices, and techniques of data communications and network management, traffic, and security.

The successful candidate will have network experience to include Microsoft Active Directory, Cisco switch and access point configuration. Experience providing support with Microsoft Windows Server 2012 or later, GPO management, DNS, DHCP, DFS and Microsoft WSUS, to include installation, configuration, troubleshooting, and administration. Duties require working during non-business hours.

Additional desired qualifications include cloud storage technologies, specifically Amazon Web Services (AWS) and Microsoft Azure.

### **Preferred Qualifications**

- A Bachelor's Degree in Computer Science, Information Technology or related field from an accredited college or university.
- Candidate should have strong customer service skills, the ability to handle multiple projects in a fast-paced environment and an innate desire to continually learn new technologies.
- Experience in a federal court environment including court-related software.
- Experience with the following off-the-shelf solutions: KACE, Veritas Backup Exec, SolarWinds, Trend Micro, and Splunk.

### **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). Court employees are considered at-will and are not covered by federal civil service classifications or regulations. Court employees are, however, entitled to the same benefits as other federal employees. These benefits include:

- 13 days paid vacation for the first 3 years employment, 20 days after 3 years, 26 days after 15 years;
- 13 days paid sick leave per year;
- 12 paid holidays per year;
- Choice of medical, dental and vision coverage from a wide variety of plans;
- Federal Employees Life Insurance;
- Federal Employees Retirement System;
- Tax deferred retirement savings and investment plan under the Thrift Savings Plan;
- Flexible Spending Program; and
- Parking is provided. Commuter Benefit Program may be an option if funding is available;

Please visit <http://www.uscourts.gov/careers/benefits> for additional information on benefits.

### **Information for Applicants**

The selected candidate(s) will be:

- Subject to a background check as a condition of employment;
- Applicants must be U.S. citizens or eligible to work in the United States; and
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Limited Telework Available.

### **How to Apply**

Submit your cover letter and resume as one consolidated document by email to [hr\\_casb@casb.uscourts.gov](mailto:hr_casb@casb.uscourts.gov)

The 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.

**The United States Bankruptcy Court for the Southern District of California is an equal opportunity employer.**