

UNITED STATES DISTRICT COURT  
Middle District of Georgia  
[www.gamd.uscourts.gov](http://www.gamd.uscourts.gov)

VACANCY ANNOUNCEMENT

Position: Network/Systems Administrator  
No. of Vacancies: 1  
Location: Macon, Georgia  
Opening Date: October 3, 2016  
Closing Date: November 18, 2016, or until position is filled  
Salary: CL 27– CL 28 (\$47,390 - \$92,336)  
*Based Upon Qualifications and Experience*

Description of Duties:

Duties and responsibilities include, but are not limited to the following:

- Providing technical expertise as a team member in the development and operational support of the court's systems and services;
- Supporting the court's current LAN/WAN network environment and integration into future unified communications networking systems;
- Troubleshooting a wide variety of client/server hardware and software issues;
- Installing, maintaining, and supporting automation hardware, software, applications and courtroom technology throughout the district;
- Providing troubleshooting support for the court's ECF case management system and Microsoft server technologies, including Active Directory, IIS, SQL Servers, SharePoint, and SCCM;
- Creating, maintaining, and enhancing data backup and recovery procedures and practices;
- Resolving problems with hardware, software, networking, and other computer related technologies;
- Deploying software including desktop operating systems and applications;
- Installing security, operating system patches, and database software upgrades;
- Assisting with the development and implementation of short-term and long-range automation improvement plans;
- Planning for disaster recovery operations and testing including network performance, security, anti-virus, and intrusion;
- Managing and troubleshooting Remote Access/VPN Services and accounts;
- Contacting outside vendors for procurement and support assistance;
- Maintaining and supporting smart phone and tablet devices;
- Analyzing and researching need for new hardware/software;
- Implementing security policies and periodically reviewing security logs;

This position is located in Macon, Georgia with periodic travel to divisional offices located in Albany, Athens, Columbus and Valdosta. Occasional after-hours work may also be required.

### Qualification Requirements:

This is not an entry level position. To qualify at the CL 27 level, the applicant must have five (5) years of specialized experience related to computer support, installation and configuration. To qualify at the CL28 level, the applicant must have a bachelor's degree and at least five (5) years of general experience with a working knowledge of automated systems, comprehensive knowledge of computer systems science and administration principles, practices, methods and techniques. Specialized knowledge, skill, and experience are preferred in some or all of the following areas and should be expressly noted in the candidate's application documents.

- Proficient knowledge of Windows 7, Windows 2008/2012 Server, Active Directory, SharePoint, and SCCM;
- Experience with a variety of information technologies including IP telephone systems and video conferencing;
- Knowledge of capabilities, limitations, and functional applications of information technology, including database management and networks;
- Knowledge of operating systems, servers, and workstation products;
- Knowledge of Local Area Networks (LANs) and Wide Area Networks (WANs), including systems security standards;
- Hands-on skill and experience in configuring Windows server technologies such as IIS, SQL Server, SharePoint, SCCM, and similar applications;
- Ability or aptitude to learn to configure and support network servers and resources;
- Knowledge of data communications security and privacy techniques;
- Skill in analyzing, interpreting, and presenting research findings;
- Skill in coordinating information technology projects with management.

The ideal candidate must possess the ability to: (1) interact with nontechnical system users in a professional and supportive manner; (2) learn new operating system languages, applications and operations; (3) meet established deadlines and commitments; and (4) lift and manually maneuver a minimum of 50 lbs.

### How to Apply:

Qualified applicants must submit the following: (1) a cover letter; (2) a resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history; (3) an Application for Judicial Branch Federal Employment (Form AO78); (4) a list of at least three professional references, with current contact information; and (5) a supplemental statement addressing the following Knowledge, Skill, and Ability (KSA):

- Identify your knowledge, skills and abilities associated with information technology, general office and server applications used within the previous five years. Indicate your level of proficiency, years of experience and exemplary projects.

Applications should be received at the address listed below.

The Application for Judicial Branch Federal Employment (Form AO78) is available at <http://www.uscourts.gov/forms/AO078.pdf>

Please submit application materials in an envelope **MARKED CONFIDENTIAL to:**

Human Resources Service Specialist  
United States District Court  
P. O. Box 128  
Macon, Georgia 31202

**Notice to Applicants:** The United States District Court is an **Equal Opportunity Employer**. Employees of the United States District Court are required to adhere to a Code of Conduct, copies of which are available upon request. The United States District Court is part of the Judicial Branch of the United States Government. Employees of the United States District Court are considered AT WILL employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The court will not pay for any interview or relocation expenses. Applicants must be United States Citizens or eligible to work in the United States.

## **Systems Administrator**

### **\*\*BENEFITS\*\***

**All permanent and temporary indefinite employees of the Clerk's Office are afforded the following benefits:**

#### **LEAVE AND HOLIDAYS:**

- 10 paid holidays
- 13 paid vacation days for less than 3 years of service
- 20 paid vacation days for 3 or more years of service but less than 15 years
- 26 paid vacation days for 15 or more years of service

#### **SALARY INCREASES:**

Employees have excellent opportunities for salary increases, based upon performance.

#### **COMMUTER REIMBURSEMENT BENEFIT: OPTIONAL**

Employees may enroll to set aside money from their gross salary (before taxes are withheld) for eligible expenses incurred when commuting to work. Eligible expenses include parking.

#### **HEALTH BENEFITS:**

Employees may participate in any one of the several health insurance programs offered. The government pays a portion of the premium for health insurance.

#### **DENTAL/VISION INSURANCE: OPTIONAL**

Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee; however, the premium is deducted on a pre-tax basis.

#### **Eligibility For LONG TERM DISABILITY PLAN**

#### **LIFE INSURANCE: OPTIONAL**

Employees may participate in the Federal Employee's Group Life Insurance (FEGLI) program. The government pays one third of the cost of the basic life insurance premium.

#### **FLEXIBLE BENEFITS: OPTIONAL**

Employees may participate in the Federal Judiciary Flexible Benefits Program which includes a Premium Payment Plan which offers employees the choice of having health benefits deducted from their pay either before taxes or after taxes and a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.

#### **LONG-TERM CARE INSURANCE: OPTIONAL**

Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefits. Spouses, parents, parents-in-law, grandparents and grandparents-in-law are also eligible.

#### **RETIREMENT:**

Employees participate in the Federal Employees Retirement System (FERS).

### **THRIFT SAVINGS PLAN: OPTIONAL**

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. The TSP allows employees to make voluntary tax-deferred contributions through payroll deductions. Eligible employees' contributions are matched dollar for dollar for the first three percent and fifty cents on the dollar for the next two percent each pay period. As a TSP participant, you can invest any portion of your account in the six investment funds.