## VACANCY ANNOUNCEMENT

**March 24, 2026**
**Vacancy Announcement Number – 26-03**
**Network Administrator  – Full-Time, Permanent**
**Duty Station - Columbus**
**Salary: CL 27-28 ($62,329 - $121,455)**

Promotion potential without further advertisement for CL 28
Salary commensurate with qualifications and experience

**Open until filled with first preference given to complete applicant packets received by:**
**Tuesday, April 7, 2026, at 11:59 p.m.**

**Qualified applicants should upload a cover letter and resume using our HR Employment Application System located at:**

**HR Employment Application System**

The Network Administrator performs both routine and complex network administration duties for a geographically dispersed shared services IT department supporting the District Court, Probation, and Pretrial Services with offices in Columbus, Cincinnati, and Dayton, OH. This role is pivotal in the design, planning, implementation, administration, and maintenance of network systems within a predominantly Cisco, Microsoft, and VMware environment. The incumbent is a proactive and collaborative professional who communicates effectively, seeks opportunities to improve operational efficiencies, implements network security measures, and makes informed recommendations about emerging technologies.

The incumbent is based in Columbus, Ohio, and travels to Cincinnati and Dayton as needed. The office hours are typically 8:00 a.m. - 5:00 p.m. with eligibility for telework under established court policies. Additional or alternative working hours may be required based on operational and project-based needs. The position reports to the Director of Information Technology.

**ABOUT THE SOUTHERN DISTRICT OF OHIO:**

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The District Court is comprised of over 260 individuals including twenty-six Judicial Officers, Chambers Staff, the Clerk's Office staff, the U.S. Probation Office's staff and U.S. Pretrial Services Office's staff, who are located in the Cincinnati, Columbus, and Dayton Courthouses.

**DUTIES AND RESPONSIBILITIES:**

- Design, implement, and administer wide and local area networks with responsibility for networking hardware such as routers, firewalls, switches, and wireless access points.

- Configures, deploys, and administrates servers in a hybrid local (physical and virtualized) and cloud-based server infrastructure environment.
- Monitor, troubleshoot, and repair network hardware, software, and configurations.
- Plan and implement network upgrades, maintenance fixes, and vendor-supplied solutions.
- Develop and implement short-term and long-range network improvement plans.
- Advises on network and other significant information technology issues. Conducts detailed investigations to determine root cause and corrective actions of system failures.
- Develop, maintain, and ensure the accuracy and completeness of technical documentation.
- Help drive a consistent set of standards for equipment, configuration, and operational procedures.
- Collaborate with IT management and staff, departments, and other agencies in the development, deployment, and support of new network-based hardware and applications.
- Participate in the planning, implementation, and advancement of IT security measures and IT security programs, controls, and configurations for confidentiality, integrity, and availability of court data stored on court-owned or maintained equipment.
- Monitor, test, and perform data backups. Responsible for local backup and off-site replication of court data. Plan for disaster recovery operations and testing. Including network performance, security, producing useful system documentation, and maintaining control records.
- Stay abreast of current and emerging technologies and recommend improvements.
- Maintain contact with IT peers at different court locations to remain knowledgeable of developments, techniques, and national initiatives.
- Lead local and national network-related projects for the district.
- Work with vendors and external partner agencies as needed.
- Available during scheduled and unplanned network maintenance events or emergencies.
- Responds to network alerts, inquiries, and messages concerning network disruptions or outages.
- Respond to help desk calls and e-mails and log problems in a help desk ticketing system.
- Assist with routine problems. Provide information and assistance to end users.
- The position requires the movement and lifting of equipment.
- Participate in other Information Technology responsibilities and initiatives, as required.
- Travel to other locations within the District (Cincinnati and Dayton) and outside the District as needed.
- Requires lifting heavy objects such as servers, switches, and other networking equipment.
- Performs other duties as required.

## QUALIFICATIONS:

### Required Education
An undergraduate degree in network administration or similar fields of studies.

### Required Qualifications: To be considered for this position at;

- CL 27, Two years of specialized experience, or completion of the requirements for a bachelor's degree from an accredited college or university.
- CL 28, Two years of specialized experience, including at least one year equivalent to work at the CL-27, or completion of a master's degree or two years of undergraduate study in and accredited university in the field closely related to the subject matter of the position.

### Specialized Experience
Progressively responsible experience designing, implementing, or maintaining computer networking systems that included completing computer networking project assignments involving systems analysis, computer network deployments and upgrades, network systems integration, and information technology project management.

## Required Competencies

- Substantial network administration experience including networking hardware (core switch, edge switches, routers, firewalls, telephony systems, access points) and software (network monitoring, web filtering, IP management, bandwidth analysis).
- Experience with segmented and micro-segmented wide and local area networks and wireless networks.
- Understand IP addressing, networking protocols, standards, and best practices.
- Windows server administration experience in a hybrid environment.
- Experience with Active Directory, DNS, DHCP, and DFS.
- Understands principles of IT security for the securing of the network, switches, and servers.
- Ability to communicate effectively (orally and in writing) with individuals and groups to provide information and training. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

## Preferred Qualifications and Skills

- Master's degree in network administration or similar fields of study.
- Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP) certification.
- Windows server certifications.
- Experience with PowerShell, creating batch files, and automating daily tasks.
- Knowledge and experience of data center technology design, configuration, and troubleshooting.
- Proactive, professional, collaborative, and clear communication.
- Strong critical thinking, complex problem solving, appropriate judgment, and decision-making skills.
- Attention to detail.
- Ability to perform tasks with minor supervision.

**BENEFITS:**
Please review the extensive federal benefits on the United States Courts website:
https://www.uscourts.gov/careers/benefits

**CONDITIONS OF EMPLOYMENT:**
A commitment to public service is essential. Visit the U.S. Courts website for citizenship requirements www.uscourts.gov.

Positions with the United States Courts are considered "at will" and are not subject to the employment regulations of competitive service. Positions in the Federal Judiciary are excepted service appointments, are considered "at will" and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and may be subject to periodic updates. Continued employment will be contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment. Employees are subject to the Judicial Code of Conduct for Judicial Employees.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposits of federal wages.

**HOW TO APPLY:**
Qualified applicants should upload a cover letter and resume using our HR Employment Application System located at:

Please note: This system will not let you continue without uploading all documents.  If you fail to provide these documents, your application package will be considered **incomplete** and <u>will not</u> be considered any further.

**Travel and relocation expenses will not be reimbursed.**

The U.S. District Court reserves the right to amend or withdraw any job announcement without written notice to applicants.  The U.S. District Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position.  This job announcement may involve filling more than one position described herein.

**The U.S. District Court for the Southern District of Ohio is an
Equal Opportunity Employer and Values Diversity in the workplace.**