



**United States District Court
Southern District of Ohio**
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VACANCY ANNOUNCEMENT

September 11, 2023

Vacancy Announcement Number – 23-22

Systems & Network Administrator

Duty Station – Cincinnati, Columbus, or Dayton – one vacancy

Salary: CL 27 (\$57,207-\$112,184)

Appointment at CL 27 has future promotion potential to CL 28 without further advertisement.

Open until Wednesday, October 11, 2023, at 11:59 p.m.

First preference given to complete applicant packets received by:

Monday, September 25, 2023, at 11:59pm

Qualified applicants must submit an applicant packet which includes: a letter of interest, a current/detailed resume, and an Application for Judicial Branch Federal Employment - Form AO 78 (04/22), available on the court website.

The Systems & Network Administrator is a member of the Information Technology Shared Services Team for the Southern District of Ohio which is comprised of the District Court, Clerk's Office, Probation, and Pretrial Services Office. The incumbent oversees the court's information technology (IT) networks. The incumbent installs network hardware and software, troubleshoots and repairs technical program problems, provides technical IT support and training to staff, and oversees major national systems and those developed or customized for local use. The Systems & Network Administrator works with management in the planning, design, maintenance, and support of networks and systems to improve efficiencies. The Systems & Network Administrator reports to the Information Technology Supervisor. Typical work hours are 8:00 am to 4:30 pm.

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 is comprised of over 260 individuals including twenty-seven Judicial Officers, Chambers Staff, the Clerk's Office staff, the U.S. Probation Office's staff, and U.S. Pretrial Services Office's staff; located in the Cincinnati, Columbus, and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

- Lead projects to analyze needs, coordinate, and configure computer network systems to increase compatibility and share information. Determine computer software or hardware needed to set up or alter systems. Diagnose hardware and custom off-the-shelf software problems and replace defective components.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations to improve system support performance and reliability.
- Advises management on network and other significant information technology issues. Develop and implement short-term and long-range automation improvement plans for the court, ensuring that the changes can be implemented with minimal disruption at the court site. Lead implementation and integration project teams, as required.
- Lead projects to analyze, develop, and implement short-term and long-range automation improvement plans for the court, ensuring that the changes can be implemented with minimal disruption at all court locations.
- Plan for disaster recovery operations and testing. Manage network performance, security, antivirus, intrusion, web usage/ monitoring, design, and acquisition of servers, computers, and connected devices. Produce useful system

documentation and perform system startup and shutdown procedures. Maintain control records. Monitor and perform data backups.

- Design, configure, and implement computer hardware and operating system software. Develop standard guidelines to guide the use and acquisition of software and to protect vulnerable information.
- Schedule, plan, and supervise the installation and testing of new products and improvements to computer systems. Responsible for patch management in hardware and software applications.
- Prepare and maintain documentation for local networks as well as for systems acquired from outside the court or the Administrative Office. Prepare and maintain technical documentation for hardware.
- Supervise on-site vendors. Participate in district-wide network projects. Under the direction of the information Technology Supervisor, prepare and propose automation funding needs for fiscal budget. Recommend actions to cover projected shortfalls.
- Responsible for the Court's telecommunication systems.
- Provide training on new hardware, programs, and databases to IT staff members and other internal customers as needed.
- Maintain contact with IT court personnel at different court locations to remain knowledgeable of developments, techniques, and user programs.
- 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.
- 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 as needed.

REQUIRED QUALIFICATIONS:

Excellent interpersonal and communication skills (oral and written), with an ability to listen and quickly discern customer needs and priorities. Time management skills, ability to handle multiple tasks simultaneously while also meeting deadlines. Accuracy and attention to detail are exceptionally important. Excellent collaboration skills with IT and other court staff. A candidate who demonstrates initiative and an eagerness to learn and take on new challenges will be especially appealing.

SPECIALIZED EXPERIENCE:

Advanced knowledge of theories, principles, practices, and usage of computer hardware and software. Knowledge of office database design and data communications. Knowledge of capabilities, limitations, and functional applications of information technology. Knowledge of networking services and common networking protocols including system security standards. Knowledge of IT-related internal controls concerning procurement, inventory, and receiving of materials, including property management internal controls. Ability to meet established deadlines and commitments. Knowledge of data communications security and privacy techniques. Knowledge of, and skill in, information technology management. The ability to work and collaborate within a team. Discretion in handling user's private information on data servers and throughout the network. Skill in analyzing, interpreting, and presenting research findings to prepare design specification. Skill in providing training on new hardware, programs, and databases.

PREFERRED QUALIFICATIONS:

Bachelor's degree in computer science or related field from an accredited college or university. Technical certifications. Experience with recent versions of software including Active Directory, Microsoft Windows 10/11, Microsoft Office 365, Windows Server 2012/2016/2019, Adobe Acrobat, Mac OS 11/12/13, and Apple iOS mobile devices. Familiarity with Linux operating environments a plus.

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 continued employment 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 deposit of federal wages.

How to apply:

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

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 will not be considered any further.

Travel and relocation expenses will not be reimbursed.

The District reserves the right to amend or withdraw any announcement without written notice to applicants. The District 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 Court Unit Executive 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.

Reasonable Accommodations:

Consistent with the Judicial Conference of the United States policy, the practice of the U.S. District Court Southern District of Ohio is to give due consideration of a reasonable accommodation requested by a qualified applicant or employee with a disability unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process.

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