

# UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF TENNESSEE



## Vacancy Announcement: 18 - 03

Position: Security Specialist/Systems Administrator  
Location: Memphis, TN  
Position Term: Full-Time  
Salary Range: CPS 27-28 (\$48,951 - \$95,388) Salary based upon experience and qualification  
Closing Date: Open until filled: applications received by April 13, 2018 will receive priority

### Position Overview

The Clerk's Office of the United States Bankruptcy Court for the Western District of Tennessee is now accepting applications for the position of Security Specialist/Systems Administrator located in Memphis, TN. The incumbent is responsible for the administration and security of systems used by judges and staff, including the virtual desktop infrastructure, group policy, and vulnerability scanning.

### Representative Duties

- Develops and improves systems architecture in support of desktop virtualization. Plans and implements physical and virtual desktop system configuration design and updates. Ensures that desktop systems smoothly interoperate with all relevant judiciary and external systems and services.
- Reviews, evaluates, and makes recommendations on the Court's IT security program. Assists with the development and maintenance of security policies and procedures. Reviews system security logs in accordance with established policies. Assists with the identification, implementation, and documentation of security safeguards on information systems.
- Provides technical expertise in the development and operational support of the Court's systems and services. Designs, tests, configures and deploys new or enhanced systems and applications. Performs troubleshooting during failures, and conducts detailed investigations to determine root cause and corrective actions.
- Provides hardware and software support for servers, virtualization infrastructure, virtual desktop infrastructure, and operating system environments. Develops, tests, and deploys scripts to customize operation of these systems.
- Configures, interconnects, troubleshoots, and ensures the reliable operation of local area networking switches and endpoints, virtual and physical.
- Assesses, tests, and deploys patches and updates to protect the security and enhance the operation of end-user desktop and mobile systems.
- Analyzes user needs. Researches alternatives, and proposes solutions. Coordinates hardware and software system installation and monitors equipment functioning to ensure specifications are met.
- Supports local users by assisting with help desk calls, e-mails, and in-person or remote needs. Provides primary and, in some cases, second-tier support. Resolves routine and unusually

tough problems, including those that have been referred/escalated by peers. Provides information and assistance to users of e-mail, word processing, and web-hosted data entry, as well as the full range of other application software.

- Administers the network operating system environment in coordination with the domain administrators. Manages network operating system policies and objects. Uses tools such as login scripts and configuration management software to deploy patches and updates.
- Maintains contact with other information technology court personnel at different locations and levels for the purpose of keeping abreast of developments, techniques, and user programs.
- Perform other related duties as required.

### **Qualifications**

To qualify at CL28, applicants must have a minimum of two years of specialized experience, including at least one year equivalent to CL-27. Specialized experience is progressively responsible experience with Local Area Networks (LANs), Microsoft Windows (server and desktop), VMware ESXi, VMware Horizon View, Linux, Microsoft Active Directory and Group Policy. In addition, experience with security vulnerability scanning, patch management and Microsoft security baselines.

### **Preferred Qualifications**

- CISSP, MCSA, MCSE, CompTIA certifications or equivalent
- 10 years of experience in network administration
- Ability to design, analyze and implement IT security procedures

### **Candidates must also demonstrate:**

- Experience in dealing with routine and complex assignments;
- Excellent typing and proofreading skills;
- A demonstrated ability to think through, analyze and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills.

### **How To Apply**

Qualified candidates must submit the following:

- Cover letter.
- A resume detailing qualifications and experience.
- Names, addresses, and phone numbers of three professional references.
- A completed AO-78 Application for Judicial Branch Federal Employment. <http://www.uscourts.gov/sites/default/files/ao078.pdf>

Please submit all documents via e-mail in a single PDF file to the following email address:

[employment@tnwb.uscourts.gov](mailto:employment@tnwb.uscourts.gov)

### **Benefits**

Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <http://www.uscourts.gov/Careers.aspx>

### **Additional Information**

- Employees of the United States Bankruptcy Court serve under excepted appointments and are "AT WILL" employees.
- The position of Security Specialist/Systems Administrator is classified as "high sensitive." Employment will be considered provisional pending the successful completion of a background investigation.
- Judiciary employees must adhere to a Code of Conduct. Appointees may be removed from this position at any time if the candidate fails to perform at a satisfactory level. The first year of service will be probationary.

- The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, at any time without prior written or other notice.
- Relocation assistance is not available.
- A mandatory electronic direct deposit of salary payments is required.
- Candidates for interviews must travel at their own expense or be interviewed via telephone or videoconference.
- Applicants must be a U. S. Citizen or eligible to work in the United States.
- Incomplete applications will not be considered.

**The United States Bankruptcy Courts for the Western District of Tennessee is an Equal Opportunity Employer**