

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF TENNESSEE



Vacancy Announcement: 18 - 05

Position: Network Specialist
Location: Memphis, TN
Position Term: Full-Time
Salary Range: CPS 27 (\$48,951-\$61,218) Salary based upon experience and qualifications
Closing Date: Open until filled: applications received by Friday, July 20, 2018 will receive priority

Position Overview

The Network Administrator coordinates and oversees the judiciary's information technology networks. Network Administrators perform routine network administration as well as more complex network administration duties, including developing standards, recommending network infrastructure change, and coordinating and implementing network security measures. Employees in these positions may be responsible for high-level and long-term design and analysis of court units' network systems. Their duties may also include collaborating with supervisors, managers, executives, and judges.

Representative Duties

- Coordinate and link computer systems within an organization to increase compatibility and share information. Determine computer software or hardware needed to set up or alter systems. Train users to work with computer systems and programs. 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. Recommend changes to improve systems and configuration, as well as determine hardware or software requirements related to such changes. Assist department staff in maintaining network security.
- Assist in the implementation 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.
- Perform data backups. Plan for disaster recovery operations and testing including network performance, web usage/monitoring, design and acquisition of servers. Produce useful system documentation, and perform system startup and shutdown procedures, and maintain applicable documentation.
- Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems.
- Assist in the implementation of network security measures in order to protect data, software, and hardware.
- Design, configure, and implement computer hardware and operating system software.

Qualifications

To qualify for placement at the CL27, the applicant must have a minimum of two years of specialized experience, including one year equivalent to work at CL25.

Specialized experience is defined as progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management. The work involves analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. It requires the application of theoretical and practical knowledge obtained through education and/or experience in the information technology field.

Must have excellent interpersonal skills and the ability to communicate effectively both verbally and in writing.

Preferred Qualifications

- Five (5) years of experience in Windows network administration
- Proficiency in Microsoft Windows desktop and Microsoft Office environments/applications
- Experience in successfully supporting multiple end users in a help desk environment

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:

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.
- This position 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