



*U.S. Probation and Pretrial Services Office
for the
Western District of Pennsylvania*



Vacancy # 18-01

Opening Date: November 6, 2017

Closing Date: November 27, 2017

NETWORK ADMINISTRATOR II

Location: Pittsburgh, PA

Salary: CL 27: \$49,342 – 80,174 - Table PIT

Based on qualifications and experience

Probation and Pretrial Services Office:

The Probation Office for the United States District Court for the Western District of Pennsylvania provides services to 9 U.S. District Judges and 6 U.S. Magistrate Judges. This vacancy is at the headquarters location in Pittsburgh. The Probation Office headquarters is located in the U.S. Courthouse, Suite 3330, 700 Grant Street, Pittsburgh, PA 15219. There are two branch offices (Erie and Johnstown).

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 software problems. 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. Maintain network security.
- 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. Perform data backups. Plan for disaster recovery operations and testing including network performance, security, anti-virus, intrusion, prevention, web usage/monitoring, design and acquisition of servers. Produce useful system documentation, and perform system startup and shutdown procedures.
- Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems.
- Plan, coordinate, implement, and test network security measures in order to protect data, software, and hardware.
- 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.
- Monitor systems for potential vulnerabilities in, and threats to, existing and proposed technologies and notify appropriate managers/personnel of the risk potential.
- Other duties as assigned to include Help Desk support.

Qualifications:

- The successful candidate will have a bachelor's degree from an accredited college or university.
- Progressively responsible experience in designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, systems integration, and information technology project management is preferred.
- Ability to identify new products and solutions to implement new technologies.
- Experience with Windows, Linux, and databases
- Experience with Apple products, iOS operation system and mobile devices
- Experience with VMware server virtualization and VDI

- Experience with CISCO networking, including routers, switches and wireless technologies
- Experience with Active Directory, DNS, DHCP and DFS
- Knowledge of scripting languages
- Familiarity with Microsoft Office, Lotus Notes, Windows and Adobe Acrobat preferred
- Must be highly self-motivated, extremely detail-oriented and organized
- Must present a professional demeanor, positive personality and work well in a team environment
- Must possess excellent written and verbal communication skills
- Must be an innovative and creative problem solver who can effectively work with management on projects and daily challenges.
- Must be able to manage multiple priorities and projects with limited supervision.
- Commitment to public service
- Must be able to follow rules, procedures, and the *Code of Conduct for Federal Employees*
- Some travel required*

Benefits:

Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan, life insurance, optional long term care and long term disability, optional vision, optional dental, annual/sick leave, federal holidays and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

How to Apply:

Applicants who meet the qualifications *must* submit a cover letter, a resume and an *Application for Judicial Employment* (AO78), found at <http://www.pawp.uscourts.gov/careers/> under the Careers and Internships section. Submit in PDF or Word format as one document if possible, and please reference position #18-01. Failure to follow these instructions will result in disqualification.

Disclosures:

- Applicants must be United States Citizens or eligible to work in the United States.
- U.S. Probation reserves the right to modify the conditions of this job announcement or withdraw the announcement.
- Reimbursement for travel and expenses is not authorized.
- Testing may be part of the selection process.
- A driver's license is required to conduct work. A valid driver's license is required.
- This office may contact references on top candidates and may contact former employers.
- Subject to Electronic Funds Transfer (EFT) of salary payment.
- This Court is an Equal Opportunity Employer.
- Only the most qualified individuals will be invited for a personal interview. No phone calls please. Due to the expected high volume of applications, U.S. Probation cannot respond to inquiries.