



UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT
NO. 2015-07

Position: **NETWORK ADMINISTRATOR**

Terms of Employment: Full-time, Excepted Service

Classification Level: Court Personnel System, CL 27
Table N6 - Hawaii
Starting salary, dependent on qualifications and budgetary restrictions
Grade: CL-27, steps 1-61; Salary range: \$53,654 - \$87,239*
**Salary noted above includes 12.25% Hawaii Cost of Living Adjustment (COLA).*
Promotional potential to CL-28

Position Location: United States District Court
300 Ala Moana Boulevard, Room C-338
Honolulu, HI 96850

Closing Date: Position open until filled. Priority consideration will be given to applications received by 4:00pm on November 2, 2015

The Clerk's Office of the United States District Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a full-time **Network Administrator** position.

The Network Administrator coordinates and maintains the information technology networks (including Voice Over IP and wireless networks) and systems for the District Court, Probation, and Pretrial Services units. The position reports to the Director of Information Technology within the District Clerk's Office. The incumbent performs both routine and complex network administration and systems duties, including developing standards, recommending network and/or systems infrastructure changes, installing network hardware/software, troubleshoots and repairs technical programs, and coordinating and implementing network security measures. The incumbent is responsible for high-level and long-term design and analysis of the court units' network systems.

REPRESENTATIVE DUTIES:

- Advise and make recommendations to management on network and other significant information technology issues. Develop and implement short-term and long-range automation improvement plans for the court unit, ensuring that the changes can be implemented with minimal disruption at the court site. Lead implementation and integration project teams, as required.
- Provide daily system backup and regularly monitor operations of the network equipment and systems. Recommend and install updates to ensure continued operation and act as the technical expert in solving network and related computer system problems. Install security, operating system patches, and database software upgrades. Provide file server maintenance and troubleshoot problems with network equipment.

- Monitor network infrastructure and components, including all servers and workstations, and implement improvements to performance and security. Design, modify, enhance, test, and implement standard configurations for deployment of workstations, servers, and network components and client software.
- Recommend, schedule, test, and validate deployment of patches, security updates, and other upgrades to servers, workstations, and network components. Monitor providers websites to ensure patches are tested and applied in a timely fashion.
- 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.
- Lead project teams in managing information technology projects and implementing and integrating systems with other networks.
- Perform updates on switch configuration, log management and overall network security.
- Perform other related duties or special projects, as assigned.

SALARY AND QUALIFICATIONS:

Starting salary depends on education and experience. This position is graded under the Court Personnel System.

CL 27: Minimum of two years of specialized experience, including at least one year equivalent to work at CL -25, or completion of a bachelor's degree in computer science or related field with superior academic achievement, or completion of one academic year of graduate study in computer science or related field.

Specialized experience is progressively responsible information technology and/or network systems experience that involved:

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 operating systems servers, and workstation products. Knowledge of Local Area Networks (LANs) and Wide Area Networks (WANs), including system security standards. Ability to meet established deadlines and commitments.

The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch, CL-27 = GS-11.

Preferred Qualifications: Two or more years of specialized experience gained while employed at a highly structured network environment, and a bachelor's degree in systems administration or information technology is highly preferred.

BENEFITS:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to

a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>. This position is subject to mandatory electronic funds transfer for payment of net pay.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Employees of the United States District Court serve under “Excepted Appointments” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or employee with or without cause. Federal Civil Service classifications and regulations do not apply; however, court employees are entitled to benefits similar to those of other federal government employees. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit. Interview and relocation expenses will not be reimbursed.

HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit ALL of the following documents in ONE PDF format:

- 1) Letter of interest;
- 2) An updated resume;
- 3) A completed and signed AO-78 (Judicial Branch Federal Employment application), which is available from the Hawaii U.S. District Court website: www.hid.uscourts.gov under FORMS and “Miscellaneous;” and
- 4) Three professional references with contact information.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packets will not be considered. Non-submission of the required documentation listed above or an incomplete application packet may disqualify applicant from further consideration.

Please submit electronically via email in ONE PDF to: careers@hid.uscourts.gov with subject line: *VA 15-07 Network Administrator (your name)*.

Due to the volume of applications, the U.S. District Court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. The U.S. District Court is not authorized to reimburse candidates for interview or relocation expenses.

The District of Hawaii, U.S. District Court reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPPORTUNITY EMPLOYER