CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF KENTUCKY
VACANCY ANNOUNCEMENT - NO. 15-02

POSITION: Network Administrator
SALARY RANGE: CL 25-27 ($40,192-$79,080) *DOE
LOCATION: UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF KENTUCKY
COVINGTON, KENTUCKY

OPENING DATE: December 1, 2015
CLOSING DATE: December 31, 2015

The Clerk's Office of the U.S. District Court for the Eastern District of Kentucky is accepting applications for the position of Network Administrator to work within the Office of the Clerk in the Covington, Kentucky, courthouse. Network administrators coordinate and oversee the judiciary's information technology networks. Network administrators at this level of function perform routine network administration.

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.

$ Network administrators are responsible for implementing plans approved by managers for information technology systems, including developing recommendations for improvements, adapting or modifying software and databases, performing testing, and assisting with problem resolution for systems-related problems.

$ The job involves gathering and analyzing information to determine and recommend the best course of action. Network administrators make decisions based on thorough knowledge of the policies, practices, and guidelines related to the job.

$ Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

$ Skill in mentoring and training employees with varying educational backgrounds and aptitudes.

$ Work is performed in an office setting. Employee may be required to lift and move moderately heavy items, such as computer equipment.

$ Plan, coordinate, implement, and test network security measures in order to protect data, software, and hardware.

$ Knowledge of court policies, procedures, and guidelines.

Qualifications and Requirements:
Experience in a responsible administrative, professional, or technical position that provided an opportunity to gain: (1) the skill of dealing with others in person-to-person work relationships; (2) the ability to exercise mature judgment; and (3) the knowledge of the basic concepts, principles, and theories of network administration. At least one year of experience must be equivalent to work at the CL-25.

Other Requirements: Ability to communicate information accurately, effectively, and in a timely manner to individuals within and outside the court unit. Employee must be extremely detail-oriented, and possess strong organizational and communication skills. Employee must have the ability to handle confidential matters professionally.

Education:
Applicants with a variety of education backgrounds are encouraged to apply, though previous federal court experience in a clerk's office setting is highly preferred.

How to Apply:
Submit cover letter, resume and brief salary history to:

HR@kyed.uscourts.gov

or

Human Resources Administrator
United States District Court
Eastern District of Kentucky
101 Barr Street, Ste. 354
Lexington, KY 40507

Applications must be received by the close of business on the closing date. Only qualified applicants considered. The Court will communicate only with those applicants who are selected for an interview. Applicants selected for interviews must travel at own expense. Relocation expenses will not be reimbursed.

Conditions of Employment:

- U.S. Citizenship is required.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Electronic direct deposit of salary payment is mandatory.
- Employees are required to adhere to Code of Conduct.
- Employees of the U. S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the Court.

The United States District Court is an Equal Opportunity Employer

(*DOE - Depending on Experience)