



United States Bankruptcy Court Western District of Louisiana

Network Administrator I Vacancy Announcement #2020-03

Opening Date: May 1, 2020

Closing Date: Open until filled. Apply by June 3, 2020 to ensure consideration.

Salary Range: CL26 (\$46,600 - \$75,750)*

Location: Shreveport, Louisiana

** Based on experience and qualifications. The position has promotion potential without further competition.*

The United States Bankruptcy Court for the Western District of Louisiana is accepting applications for a Network Administrator I. This position is located in the Shreveport Office and reports directly to the Director of Information Technology. A Network Administrator I coordinates and oversees the court's information technology networks. The successful candidate will support the backend of the court unit's IT systems, coordinate the timely repair of hardware and implement plans approved by the IT Director.

Network Administrators at this level will be responsible for the following duties:

- Determine computer software or hardware needed to set up or alter systems. Train users to work with computer systems and programs. Work with courtroom technology.
- 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.
- Adapt or modify software and databases performing testing and assisting with problem resolution for systems-related problems.
- Maintain networks and network security. Maintain familiarity with Server Operating Systems and VMware.
- 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, web usage/monitoring, design and acquisition of servers.
- Ability to communicate effectively, orally and in writing to individuals and groups. Produce useful system documentation and perform system startup and shutdown procedures. Ability to meet established deadlines and commitments.
- Ability to lift and move moderately heavy items such as computer equipment.
- Answer user questions, trace and identify sources of hardware or processing failures and procedural errors and provide technical advice.

- Assist users experiencing difficulties in the use of software and resolve such problems.
- Assist in support of courtroom technologies.
- Travels periodically to divisional offices and may travel outside the district for training.
- Perform any other duties as assigned.

Qualifications/Standards: A bachelor's degree in computer science or related field from an accredited college or university is preferred. To qualify for this position at the CL 26 level, the applicant must have a minimum of two years of specialized experience, including at least one-year equivalent to work at the next lower level (CL 25).

Specialized experience is progressively responsible experience. The candidate should possess knowledge of the theories, principles, practices and usage of computer hardware and software including knowledge of the following: office database design and data communications; capabilities, limitations, and functional applications of information technology; server operating systems, and workstation products; Local Area Networks (LANs) and Wide Area Networks (WANs), including systems security standards.

Must have excellent interpersonal skills and the ability to communicate effectively both verbally and in writing. In addition, candidates should possess a commitment to learning and innovation, be flexible and able to adapt to constantly changing conditions, be self-motivated, detail-oriented and organized, present a professional demeanor, and possess the ability to communicate clearly and concisely.

A bachelor's degree from an accredited college or university may be substituted for the required specialized experience if obtained in a field closely related to the subject-matter of this position.

Conditions of Employment:

Applicants must be U.S. citizens or eligible to work in the United States. As a condition of employment, the selected candidate is required to undergo a full background investigation, including criminal history, credit history, and FBI fingerprinting. The appointment will be provisional, contingent upon the favorable results of the FBI background investigation. The selected candidate will be subject to updated background investigations every five years.

The United States Bankruptcy Court is a part of the federal judiciary, so employees must comply with the Judicial Code of Conduct, which is available upon request.

Court employees are not civil service and are considered to be "at will." Federal Civil Service classifications or regulations do not apply. However, court employees are entitled to the same benefits as other federal government employees, depending on the appointment type. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed

Benefits:

The U.S. Bankruptcy Court offers a generous benefits package. Benefits include annual and sick leave, paid holidays, health, dental, vision, life insurance, long-term care insurance, flexible spending plans, retirement, and immediate matching Thrift Savings Plan.

Application Procedures and Information:

To be considered for this position, applicants are required to submit the complete application packet in a portable document file (PDF) format.

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information of three (3) professional references; and,
- 4) Form AO-78-Application for Judicial Branch Employment available at www.lawb.uscourts.gov/employment.

Applications will not be considered complete until all items listed above have been received by Human Resources. Submit the completed application package in **pdf format** via email with the subject line **“HR Confidential” 2020-03** to lawbhr@lawb.uscourts.gov.

Only candidates selected for an interview will be contacted. Candidates selected for interviews must travel at their own expense. Multiple positions may be filled from this announcement. The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

The United States Bankruptcy Court is an Equal Opportunity Employer