



# United States Bankruptcy Court Western District of Louisiana

## **Network Administrator Vacancy Announcement #2021-01**

**Opening Date:** February 1, 2021

**Closing Date:** Open until filled. Apply by February 26, 2021, to ensure consideration.

**Salary Range:** CL26 - CL28 (\$47,071 - \$100,739)\*

**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. This position is located in the Shreveport Office and reports directly to the Director of Information Technology. A Network Administrator 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 and projects. The Network Administrator will deploy, configure, maintain, troubleshoot and monitor all active network equipment in order to ensure smooth and secure network operations.

### **Representative Duties**

- Design, configure, and implement network hardware and software. Develop standard guidelines for the use and acquisition of software. Plan, coordinate, implement, and test network security measures in order to protect data, software, and hardware. Monitor and optimize hardware, operating systems, and databases to improve system performance and reliability.
- 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. Maintain network security.
- 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. Perform data backups.
- Perform network security and user access maintenance including user setup and deletions, enterprise directory maintenance, network rights and permissions, group policy development and administration, installation and maintenance of anti-virus software, patch management, physical security, support of intrusion detection mechanisms and firewalls, and network security monitoring and remediation.
- Plan for disaster recovery operations and testing including network performance, security, anti-virus, intrusion, web usage/monitoring, design and acquisition of servers.
- Produce useful system documentation, and perform system startup and shutdown procedures, and maintain control records.
- Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems.

- 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.
- Provide support and problem resolution to desktop, system, laptop, printer, smartphones and tablet users. 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.
- Advise management and users on specific information that can be readily extracted from existing files, extract information, and create reports as required. Configure, interconnect, troubleshoot, and ensure the reliable operation of local area networking switches and endpoints, virtual and physical. Assess, test, and deploy patches and updates to protect the security and enhance the operation of end user desktop and mobile systems. Analyze user needs.
- Research alternatives and proposes solutions. Coordinate hardware and software system installation and monitors equipment functioning to ensure specifications are met. Provide on-call support and perform helpdesk related duties. Respond to help desk calls and emails. Resolve routine and unusually tough problems, including those that have been referred/escalated by peers. Provide information and assistance to users of email, word processing, and web-hosted data entry, as well as the full range of other application software.
- Identify and develop requirements for procurement of IT equipment and software to protect vulnerable information. Contact vendors when warranty or repair service is needed.
- Travel periodically to divisional offices and potential travel outside the district for training.
- Perform other related duties or special projects and installments as assigned.

**Qualifications/Standards:** Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. A bachelor's degree in computer science or related field from an accredited college or university is preferred.

To qualify at the CL-26, applicants must have one year of specialized experience equivalent to work at CL-25, or completion of the requirements for a bachelor's degree from an accredited college or university.

To qualify at the CL-27, the applicant must have a minimum of two years of specialized experience, including at least one-year equivalent to work at the lower level CL-25 or CL-26, or completion of a bachelor's degree from an accredited college or university.

To qualify at the CL-28, the applicant must have two years of specialized experience, including at least one-year equivalent to work at the CL-27, or completion of a master's degree or two years of graduate study at an accredited university.

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.

**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](http://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**” 2021-01 to [lawbhr@lawb.uscourts.gov](mailto: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***