

**UNITED STATES DISTRICT COURT & PROBATION OFFICE
EASTERN DISTRICT OF NORTH CAROLINA**

Network Engineer
Vacancy Announcement No: 13-01P

Location: Raleigh, NC

Salary Range/Promotional Potential: CL 28 - CL 30 (\$56,705 - \$129,537)*

*Depending upon experience and qualifications

Opening Date: November 2, 2012

Closing Date: Open Until Filled**

**** First /Initial Cut-off Date: November 16, 2012**

Description of Vacancy:

The United States District Court and United States Probation Office for the Eastern District of North Carolina are accepting applications for a Network Engineer. This is a supervisory position within a combined IT Unit, which supports approximately 200 employees for the Court and chambers staff, Clerk's Office and Probation Office. The Network Engineer is responsible for the supervision and administration of network staff, and has primary responsibility for providing day-to-day administration, operation, and support of the court's local area network (LAN), wide area connectivity, data communications, and the network infrastructure. This position reports to the Director of Information Technology.

Representative Duties:

The Network Engineer performs duties and responsibilities which include, but are not limited to, the following:

- Supervises the delivery of automation network needs to the Court and Probation Office. Includes the supervision of network staff through assigning, approving work, and managing groups. Includes direct responsibility for providing network support to the help desk staff and programming staff, collaborating to ensure that work is performed in an acceptable and timely manner, and follow-up with end users to determine whether user needs and expectations were met.
- Advises the Director of Information Technology in all aspects of automation needs, objectives, and capabilities, including anticipation of future requirements and potential problems.
- Designs, modifies, and implements short and long range automation improvement plans for the district, ensuring that changes can be implemented with minimal disruption to the work of the Court.
- Manages the execution of automation plans for major automated systems and establishes and conducts training in system use and capabilities. Performs testing, establishes procedures, and devises security systems for hardware, software, and data.
- Develops, implements, and manages large and small scale projects from inception to delivery, including developing complex project plans, thorough design plans, and detailed time lines. Ensures adequate resources are available, coordinates and leads project meetings, and ensures projects are delivered on time and within the confines of the project budget.
- Researches current and future technologies and trends and analyzes alternatives, including commercial off-the-shelf software and provides recommendations to the Director of Information Technology.
- Coordinates and links computer systems within a multi-hardware and operating systems platform environment that includes Linux, Windows, VMWare, Informix, and SQL Server, desktops, laptops,

mobile devices and servers. Determines necessary computer software and hardware to set up or alter systems.

- Maintains, administers, and designs computer networks and related computing environments, including computer hardware, systems software, and all configurations. Recommends changes to improve systems and configuration, as well as determine hardware or software requirements related to such changes.
- Performs system data backups. Plans and executes disaster recovery operations and testing, including network performance, security, anti-virus, intrusion, web usage/monitoring, design and acquisition of servers. Produces useful system documentation, and performs system startup and shutdown procedures, and maintains log files.
- Responsible for the administration of the day to day operations and support of networks, PC based systems, and other major systems to ensure reliable and effective operations.
- Plans, coordinates, implements, monitors and accesses network security measures in order to protect data, software, and hardware.
- Develops standard guidelines to guide the use of acquisition of software and to protect vulnerable information.
- Responsible for creating and updating existing documentation on current network processes, infrastructure and services.
- Other duties as assigned.

Qualifications:

To qualify for the position, an individual must have a high school diploma or equivalent and at least three years of progressively responsible experience designing, implementing or maintaining computer systems. Candidates must have demonstrated knowledge and experience with network management in a virtualized server and desktop environment (VMWare preferred) using Windows Server/Active Directory/Windows XP/7. Experience with Cisco network switch management preferred. Preference will be given to applicants who have a Bachelor's or Master's degree in computer science or related field, prior supervisory experience, and prior IT experience within the federal judiciary. Microsoft and VMWare certifications preferred. Preference will also be given to candidates who have advanced knowledge of Websense, Vlans, VPNs, Wireless, and VMWare, Sharepoint and knowledge of audio-video systems, videoconferencing and media streaming.

The successful candidate must have project management expertise involving success with multiple complex projects with budget constraints and firm deadlines. Additionally, he/she must have excellent managerial and information technology skills, present a professional demeanor, excellent oral and written communication skills, and must be able to work in a team environment. The incumbent must have the ability to work with confidential and sensitive information, ability to lift and move moderately heavy computer equipment/peripherals and the ability to travel to divisional offices as needed.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Final candidates will be required to submit to a background investigation (including references, credit history, and FBI background and fingerprint check). Appointment to this position is provisional, contingent upon a successful background investigation.

Benefits:

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible

benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

Application Procedures:

All interested persons should submit an application package which is to include: a cover letter, resume, and the official AO 78 Application Form. Official (AO78) Application Form may be obtained at www.ncep.uscourts.gov/employment.htm. **Preference will be given to application packages that are received by the first/interim cutoff date.**

Application packages should be mailed to:

**U.S. Probation Office EDNC
Attn: Human Resources
310 New Bern Avenue, Room 434
Raleigh, NC 27601**

Travel and relocation expenses will not be reimbursed. More than one position may be filled by this vacancy announcement.

This agency provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "*Code of Conduct for Judicial Employees*" which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

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