

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

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Position: Network Administrator

Announcement No: 2020-CLK-13

Duty Station: Miami, Florida

Salary: \$54,547- \$106,267 (CL27/28) depending on experience and qualifications

Position Overview

The Network Administrator maintains a reliable, secure, and efficient data communications network for the Southern District of Florida. The incumbent will deploy, configure, maintain, troubleshoot and monitor all active network equipment in order to ensure smooth and secure network operations. The Network Administrator ensures the confidentiality, integrity, and high availability of systems, networks, and data across the system development life cycle (SDLC), and creates, promotes, and adheres to standardized, repeatable processes for the delivery of security services.

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.
- 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.
- Customize and develop software programming as needed and advise staff on the use of the software. Develop software to extract information from existing system databases, or conversely, to add



Important Dates

Opening: June 26, 2020

Closing: Open Until Filled

First Review: July 10, 2020

U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties, at its southernmost includes Monroe County and at its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses

Network Administrator – Announcement No. 2020-CLK-13

Page 2 of 3

information to the database. Maintain software library and prepare and maintain documentation of all locally developed software.

- Provide training on new hardware, programs, and databases to IT staff members, including refresher training as needed.
- Provide support and problem resolution to desktop, system, laptop, printer, smartphones and tablet users.
- Advise management and users on specific information that can be readily extracted from existing files, extract information, and create reports as required.
- 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.
- Identify and develop requirements for procurement of IT equipment and software to protect vulnerable information. Contact vendors when warranty or repair service is needed.
- Perform other related duties or special projects, as assigned.

Qualification Requirements

Minimum of two years of specialized experience is required. This experience can be in network administration, data processing, office automation, and data communication, including project assignments that involve systems analysis, design, programming, implementation, integration and management. Must possess a demonstrated ability to recognize causes of and analyze problems and recommend practical solutions. To qualify at the CL 28 level, candidate should have two years of specialized experience, including at least one-year equivalent to work at the CL-27.

In addition, candidate should possess the following:

- Proven experience in a network administrator role.
- Hands on experience in networking, routing and switching.
- Excellent knowledge of best practices around management, control, and monitoring of server infrastructure.
- Experience with firewalls, internet VPN's remote implementation, troubleshooting, and problem resolution is desired.
- Ability to set up and configure server and switch hardware.
- Familiarity with backup and recovery software and methodologies.
- Excellent organizational, prioritizing and multitasking skills.

Preferences

Preference will be given to applicants with:

- Bachelor's degree in Computer Science or related field from an accredited four-year college or university.
- Knowledge of and experience with court operations.
- Cisco Certification (CCNA), Microsoft Certified Solutions Expert (MCSE)

Organizational Relationship

This position is assigned to the Clerk's Office, U.S. District Court, Southern District of Florida and reports to the Computer Services Manager.

Network Administrator – Announcement No. 2020-CLK-13

Page 3 of 3

Benefits

Employees of the United States District Court are Excepted Appointments and considered At-Will judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, long-term care insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement.

Background Investigation

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered.

For more information on working for the federal court, please visit www.uscourts.gov/Careers.aspx



How to Apply

Combine all attachments into one document. All attachments must be in Microsoft Word (.doc; .docx) or Adobe Acrobat (.pdf) format.

Applications received by July 10, 2020 in first review

Email address:
flsd_hrmail@flsd.uscourts.gov

Subject Line: 2020-CLK-13

Attachments: Cover letter, resume, and Federal Employment Application (AO 78)

The Federal Court practices zero tolerance for illegal drug use.

Those applicants selected for further consideration may be subject to testing.

Applicants must be a United States Citizen or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.