



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO**

Vacancy Announcement 13-06

POSITION: Network/Desktop Systems Administrator **NUMBER OF POSITIONS:** 1

DUTY STATION: Cleveland, Ohio

SALARY RANGE CL 27 to CL 28 (\$47,746 - \$93,024)

OPENING DATE: February 19, 2013

CLOSING DATE: Open until filled

Applications preferred by March 8, 2013

Applicants who previously applied under announcement #12-06 need not reapply. You may re-submit if there is an update to the previous application submitted.

The U.S. District Court for the Northern District of Ohio, Cleveland Clerk's Office, has an immediate opening for a Network/Desktop Systems Administrator. Starting salary dependent upon qualifications and experience.

POSITION OVERVIEW:

The Northern District Court of Ohio seeks a Network/Desktop Systems Administrator. The District Court's automation team provides support services to 23 judges and 260 staff members in chambers, the Clerk's Office, and the Pretrial Services & Probation office. The team also provides support to the bar and the public at court houses located in Cleveland, Akron, Toledo and Youngstown over wide and local area networks.

ENVIRONMENT:

Platforms include VMWare VSphere and View (Version 5), Windows 2008 Server, Windows XP and 7, Linux, Informix, and SQL Server. Key desktop products include WordPerfect, Lotus Notes, Adobe Acrobat, and MS Office. Electronic courtrooms and videoconferencing are supported at all locations.

REPRESENTATIVE DUTIES:

The Network/Desktop Systems Administrator is 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. Systems include virtualized file/print servers, traditional and virtualized desktop systems, tape backup /online replication, antivirus management, security management, and LAN switch management. The Network/Desktop Systems Administrator works closely with all IT staff, and reports to the District's Chief Technology Officer.

QUALIFICATIONS:

Position requires excellent interpersonal communications skills and the ability to work on multiple projects simultaneously. This person will work with the Chief Technology Officer and all IT staff in the planning, development and implementation of both long and short range IT solutions for the Court. The ideal candidate possesses thorough knowledge of and hands-on experience with network management (5 or more years preferred), in a virtualized server and desktop environment (VMware preferred) using Windows Server / Active Directory / Windows XP/7. Experience with Cisco network switch management preferred. Database or web programming/development experience, and audio-video systems, videoconferencing and media streaming experience a plus.

EDUCATION:

Bachelor's degree in a computer-related field required *or* substantial experience that would substitute for a bachelor's degree. Microsoft and VMware certifications preferred.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS:

Applicants selected for interviews must travel at their own expense. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected. **No phone calls please.**

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site www.ohnd.uscourts.gov

BENEFITS:

- This is a full-time, permanent position with benefits including:
- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan
- Optional Long-term disability and long-term care insurance
- Optional participation in The Flexible Benefit and Commuter Benefit Programs

HOW TO APPLY:

To apply, submit a cover letter (including position title and announcement #), a detailed resume, two professional references, and completed application form AO78, available at the court's web site www.ohnd.uscourts.gov to the address below by COB March 8, 2013. Applications may also be e-mailed to apply@ohnd.uscourts.gov. E-mailed documents must be in Word, WordPerfect or PDF format. Use only one method of application. No faxes please.

Incomplete submissions will not be considered.

United States District Court
Carl B. Stokes U.S. Court House
Attn: Human Resources Office #13-06
801 West Superior Avenue, Suite 1-115
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.