

United States Pretrial Services District of Oregon

BRIAN C. CRIST
CHIEF U.S. PRETRIAL SERVICES OFFICER

HEADQUARTERS
MARK O. HATFIELD U.S. COURTHOUSE
1000 SW THIRD AVE., SUITE 440
PORTLAND, OR 97204
(503)326-8500 FAX (503)326-8590



WAYNE L. MORSE U.S. COURTHOUSE
405 E EIGHTH AVE., SUITE 1800
EUGENE, OR 97401
(541)431-4080 FAX (541)431-4079

JAMES A. REDDEN U.S. COURTHOUSE
310 W SIXTH ST., ROOM 106
MEDFORD, OR 97501
(541)608-8766 FAX (541)608-8769

VACANCY ANNOUNCEMENT #13-03

Network Administrator II

Court Personnel System Classification Levels: CL 27

Salary Range at \$48,418 - \$78,674 depending on experience, qualifications, and current compensation.

Salary matching not guaranteed.

OPENING DATE: August 28, 2013

CLOSING DATE: September 13, 2013

THE POSITION

The United States Pretrial Services Office for the District of Oregon is accepting applications for a Network Administrator II in the Portland Office. This position coordinates and oversees the federal judiciary's information technology networks for Pretrial and Probation offices. The Network Administrators II performs routine network administration as well as more complex network administration duties, including developing standards, recommending network infrastructure change, and coordinating and implementing network security measures. Incumbent may be responsible for high-level and long-term design and analysis of court units' network systems. Duties may also include collaborating with supervisors, managers, executives, and judges.

Representative Duties:

- Coordinates and links computer systems within an organization to increase compatibility and share information. Determines computer software or hardware needed to set up or alter systems. Trains users to work with computer systems and programs. Diagnoses hardware and custom off-the-shelf software problems, and replace defective components. Maintains and administers computer networks and related computing environments, including computer hardware, systems software, and all configurations. Recommends changes to improve systems and configuration, as well as determines hardware or software requirements related to such changes. Maintains network security.
- Develops and implements 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.
- Performs data backups. Plans for 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 control records.
- Recommends, schedules, plans, and supervises the installation and testing of new products and improvements to computer systems.

- Plans, coordinates, implements, and tests network security measures in order to protect data, software, and hardware.
- Designs, configures, and implements computer hardware and operating system software. Develops standard guidelines to guide the use and acquisition of software and to protect vulnerable information.
- Other duties as assigned.

Qualifications

To qualify at the CL 27 level the successful candidate must have two years of specialized experience or have completed the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements: 1) An overall grade point average equaling 2.90 or better; 2) Standing in the upper third of the class; 3) A 3.5 grade point average or better in the major field of study; 4) Election to membership in Phi Beta Kappa or other acceptable National Honorary Scholastic Societies, other than Freshman Honor Societies; or 5) Completion of one academic year (18 semester or 27 quarter hours) of graduate work in a field of study closely related to the position.

For applicants with federal experience, one year of specialized experience must, at a minimum, be equivalent to work at CL-25.

Specialized experience is progressively responsible information technology experience that involved:

Preferred Qualifications

- Three to five years of specialized experience gained while working at a federal government agency or other highly structured environment, and a bachelor's or master's degree in information technology or a related discipline.
- Experience and knowledge of Microsoft Windows, active directory, Windows workstation installation & configuration, VMware, popular browsers, intermediate network knowledge, support productivity software such as Office Suite and Adobe Acrobat, remote access user support, video conference/AV experience, content filtering software, and NetWare experience.

Candidates must also demonstrate:

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- Excellent typing and proofreading skills;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

Benefits

The U.S. Pretrial Services Office is part of the Judicial Branch of the United States government and its staff governed by the Court Personnel System. Employees earn sick and annual leave, and can elect health and life insurance benefits; tax-deferred retirement savings plan, and may apply for long-term care, long-term disability insurance, and participate in a flexible benefit program. Employees are covered by the Federal Employees Retirement System. Neither OPM nor civil service regulations apply to court appointments. Time in service with other federal agencies and prior military service will be taken into consideration when computing leave accrual and retirement benefits.

Additional Information

Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed.

Application Process

To apply, submit a letter of interest, chronological resume, together with an Application for Judicial Branch Employment (AO-78) and a list of 3 professional references to the address below or send via email (pdf preferred, but Word will be accepted) to ORPT_HR@orpt.uscourts.gov. These items should arrive at the Pretrial Services Office no later than September 13, 2013. Application forms are available on the U.S. Court's website at <http://www.uscourts.gov/FormsAndFees.aspx> in fillable format. Please type or print all information and sign and date forms where indicated. Incomplete packets and those submitted after the deadline date will not be considered. Verification of employment and reference checks will be made prior to any offer of employment.

Network Administrator II
Human Resources Department
U.S. Pretrial Services Office, United States Courthouse
1000 S.W. Third Avenue, Suite 440
Portland, OR 97204-2902

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division at 503/326-8672. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Due to the volume of applications, the U.S. Pretrial Services Office will only communicate with those individuals who are invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status.

Conditions of Employment

- Qualified applicants will be subject to preliminary employment, and criminal history background checks.
- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- An FBI background check is required for all individuals appointed to positions with the United States Courts. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- All information is subject to verification and background investigation. U.S. Pretrial Services reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Pretrial Services Officer may elect to select a candidate from the original qualified applicant pool. Applicants must be United States citizens or eligible to work for the United States government. Appointment is contingent upon providing proof of U.S. citizenship or proof of authorization to work in the United States as required by the *Immigration Reform and Control Act of 1986*.

The United States Pretrial Services Office for the District of Oregon is an Equal Opportunity Employer