

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF OHIO

Vacancy Announcement
Announcement Number: 2021-05

Position Title: Network Administrator
Position Type: Full-time, Permanent
Location: Cincinnati, Ohio
Salary: CL 27 \$53,760 - \$87,394 (Based on experience and qualifications)
Promotion potential to CL 28 without further advertisement or competition.
Open Date: May 7, 2021
Close Date: Open until filled (preference given to applications received by June 7, 2021)

POSITION OVERVIEW

The United States Bankruptcy Court for the Southern District of Ohio is hiring for the position of Network Administrator. This position is located in Cincinnati, Ohio and reports directly to the Director of IT. The Network Administrator oversees the court's information technology (IT) networks. The incumbent installs network hardware and software, troubleshoots and repairs technical program problems, provides technical IT support and training to staff, and oversees major national systems and those developed or customized for local use. The Network Administrator works with management in the planning, design, maintenance, and support of networks and systems to improve efficiencies.

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.
- 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 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, 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.
- 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.
- Travel periodically to divisional offices and potential travel outside the district for training.
- Perform other related duties or special projects and installments as assigned.

MINIMUM QUALIFICATIONS

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-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 four years of specialized experience, including at least one-year equivalent to work at the CL-27.

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. The successful candidate should possess knowledge of programming languages to customize and modify systems and software and extract information and data; knowledge of IT-related internal controls concerning procurement, inventory, and receiving of materials, including property management internal controls.

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.

EMPLOYEE BENEFITS

- Paid vacation and sick leave
- Ten (10) paid holidays
- Retirement benefits under the Federal Employees Retirement System
- Optional participation in the Federal Employee's Health Benefits Program
- Optional participation in the Federal Employees Vision and Dental Insurance Program
- Optional participation in the Federal Employee's Group Life Insurance Program
- Optional participation in the pre-tax flexible spending accounts program, including Health Care Reimbursement Account, Dependent Care Reimbursement Account
- Optional participation in the Thrift Savings Plan (pre-tax and/or after-tax retirement savings plan), including matching dollar for dollar for the first 3% contributed and 50 cents on the dollar for the next 2% contributed
- Optional participation in the Judiciary's Long-Term Care Insurance program
- Employee Assistance Program (wellness program)
- Virtual Learning, including the Judicial Online University
- Public Service Loan Forgiveness Program

CONDITIONS OF EMPLOYMENT

Applicant must be a U.S. citizen or eligible to work in the United States.

The selected candidate will be subject to a background check as a condition of employment with periodic updates every five years. Employment will be considered provisional until the background check is completed.

Employees must adhere to the Code of Conduct for Judicial Employees.

This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

ADDITIONAL INFORMATION

The court is a part of the Judicial Branch of the United States Government.

Employees of the court serve under “Excepted Appointment” and are considered “At-Will” employees.

Applicants to be interviewed may be asked to provide a list of references.

Applicants selected for interview must travel at their own expense.

Only those applicants selected for interviews will be contacted.

Only those applicants interviewed will be notified of the selection outcome.

The court is not authorized to reimburse the successful candidate for relocation expenses.

The court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

HOW TO APPLY

Applicants must email the following documents in PDF format:

- Cover Letter
- Resume
- Form AO 78 Federal Judicial Branch Application for Employment; located on the court’s website at <https://www.ohsb.uscourts.gov/job-vacancies-and-employment-application>

Email the PDF documents to: OHSB_HR@ohsb.uscourts.gov.

Please refer to **Announcement #2021-05** in the subject line of your email transmittal.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.