UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA

VACANCY ANNOUNCEMENT

POSITION TITLE:	**Systems Administrator**
VACANCY NUMBER:	**21-11 I/E**
STARTING SALARY:	CL 28 ($67,382 - $109,505)
	Salary commensurate with experience
LOCATION:	Philadelphia, Pennsylvania
	Full-Time Telework will be considered
POSTING DATE:	June 7, 2021
CLOSING DATE:	Open Until Filled

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POSITION OVERVIEW

The United States District Court, Eastern District of Pennsylvania is seeking a Systems Administrator. This position is part of the information technology division and reports to the Information Technology Supervisor.

REPRESENTATIVE DUTIES

- Manages the design, installation, configuration, maintenance, administration, and support of physical and virtual, desktops, laptops, servers, storage, network and related equipment.
- Responsible for a complex multi-site Microsoft Active Directory server and application environment.
- Responsible for Microsoft cloud-based enterprise collaboration, messaging, and office productivity tools and solutions as part of an enterprise Office365 deployment.
- Responsible for Microsoft SharePoint Online Administration including Site Collection Administration for court's sites and document libraries.
- Maintain and support the court's Local Area and wireless network, including firewalls, switches, UPS systems, wiring & patch panels, and other hardware as assigned.
- Install, configure, and monitor Cisco devices (Switches, Firewalls, DNA Center, ISE, Wireless LAN Controllers, and Wireless Access Points).
- Develop, implement, and manage projects from inception to delivery, including developing complex project plans, thorough design plans, and detailed timelines. Ensure adequate resources are available, coordinate and lead project meetings, and ensure projects are delivered on time and within the confines of the project budget. Manage multiple projects, prioritize work, and meet established deadlines and commitments.

- Develop automated alerts and reports using Splunk and PowerShell.
- Responsible for performing preventative maintenance tasks on systems.
- Provide proactive support by utilizing monitoring and log management solutions (Splunk, etc.).
- Responsible for requirements gathering, designing, building, deploying, troubleshooting, backup, and patch management of new and legacy Windows-based solutions.
- Responsible for application and operating system imaging and deployment in an automated or semi-automated capacity.
- Participates in the development, testing and implementation of disaster recovery procedures (Incident Response Plan) for critical systems to ensure continuous operations.
- Ensures that all systems are designed, maintained, and operated to meet local and national standards.
- Assists in the implementation of computer security measures to safeguard technology and court information. Develops and performs intrusion detection to verify effectiveness of security.
- Provides the entire user community and/or colleagues with professional, technical training in all areas concerning servers and their operating systems, including all relevant software, tools, and utilities. Provides technical support both in-person and in a remote environment for telework employees.
- Backs up the other systems staff and performs other office automation duties, user support, and project duties as assigned.
- Maintains systems and ensures IT security protocols and best practices are followed. Prepares and maintains documentation for applications and system.
- Perform other related duties, as assigned.

MINIMUM QUALIFICATIONS
Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the necessary knowledge, skills and abilities to successfully perform the duties of the position.

- Three + years general experience, i.e. progressively responsible experience related to the technical aspects of information technology systems administration including the accomplishment of computer project assignments that involved systems analysis, design, implementation, integration, and management.
- Two + years of hands-on full life cycle experience administering physical and virtual Microsoft servers and applications, and related IT infrastructure services.
- Three + years of professional Active Directory support with specialization in the following areas: AD Forests, Trees, Domains, Group Policies, DNS, and Windows naming constructs.
- Ability to successfully implement hardening of the server infrastructure in appropriate server roles. Thorough understanding of Active Directory DC design, Schema, OU design, AD replication technology, and DC backup/restore procedures.
- Self-starter with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgment.
- Excellent interpersonal and communication skills, both oral and written, including skill in advising and training non-automation personnel in automation techniques and processes and communicating technical concepts and issues in non-technical terms.

- Provide exceptional customer service and troubleshooting issues both in-person and in a remote environment when users are teleworking.
- Excellent organizational skills, including ability to manage multiple high impact projects and priorities within strict deadlines in a fast-paced environment.
- Experience ensuring the 24-7 availability of mission critical systems.
- Critical thinking, attention to detail, analytical skills, and the ability to independently research and make recommendations.
- The incumbent must have the ability and availability to work nights and overnight as needed.
- Occasional travel required.
- The incumbent should be able to climb ladders, access equipment in tight spaces and independently lift 25-30 pounds.

PREFERRED QUALIFICATIONS
Preference may be given to applicants with the following knowledge, skills, and abilities:

- Certification in Microsoft, VMware, Cisco, or similar technologies.
- Bachelor's degree in information technology, computer science or relevant field.
- 10+ years of hands-on IT infrastructure experience.
- Experience using Splunk, Tenable Nessus system log and vulnerability monitoring software, KACE Patch management software, and Websense filtering.
- Experience with application and operating system deployment through MDT, KACE, PDQ.
- Experience configuring and administering Trend Micro antivirus and firewall systems.
- Hands-on experience in administering Microsoft Active Directory, Microsoft DFS, DNS, DHCP, VMWare ESXi, VMware Horizon View.
- Security+ or equivalent certification.
- Excellent interpersonal skills and the ability to work collaboratively in a team environment.
- Maturity, good judgment, high ethical standards, and a positive work attitude.
- Highly organized and able to multi-task, as well as manage projects and meet deadlines.
- Ability to remain calm and professional in stressful situations; to take initiative and work without direct supervision; and to communicate professionally, both orally and in writing.
- Knowledge of and experience with design, implementation and maintenance of server and desktop virtualization, VoIP systems.
- Advanced Development experience with Microsoft SharePoint Online and Workflows using Power Automate.
- Scripting experience for automation and administration using standard technologies such as Batch, ADSI, VBS, VB, .NET.
- Knowledge of IT Security industry tools for managing a secure environment (WSUS, Nessus, Splunk, KnowBe4, CSAM).

CONDITIONS OF EMPLOYMENT
Employees of the Court are excepted service appointments, considered "at-will," and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. The final candidate will be subject to a background check, which includes fingerprinting. Applicants must be U.S. citizens.

BENEFITS

Employees of the United States District Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave.

HOW TO APPLY

Qualified applicants must submit the following as a **single PDF document**: (1) letter of interest; (2) detailed resume; (3) list of at least three professional references with current contact information; (4) list of continuing education or certifications completed within the last 5 years, and (5) completed and signed *AO 78 Application for Judicial Branch Federal Employment* (www.uscourts.gov).

Completed applications in a single pdf should be forwarded to Human Resources at: paedhumanresources@paed.uscourts.gov with the subject line, **"Systems Administrator Vacancy #21-11 I/E"** and will not be considered complete unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

Expenses associated with interviews or relocation will not be reimbursed. Due to the volume of applications anticipated, the court will only communicate with those applicants who will be interviewed. Do not contact the court to inquire about this position. Applicants scheduled for an interview should advise the Human Resources staff if any accommodation will be necessary.

The U.S. District Court for the Eastern District of Pennsylvania reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position at any time, any of which may occur without prior written notice or other notice.

**The Clerk's Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer**