



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

www.paed.uscourts.gov

VACANCY ANNOUNCEMENT

POSITION TITLE: Information Technology Administrator I or II
(Full-Time, Temporary)

VACANCY NUMBER: 25-12E

LOCATION: Philadelphia, Pennsylvania

SALARY RANGE: CL-26 – CL-27 (\$59,326 - \$105,946)
(salary commensurate with experience; if hired at CL-26, promotion to the next grade exists without further competition, based upon performance, budget, and discretion of the CUE)

POSTING DATE: February 3, 2025

CLOSING DATE: Open until filled

The appointment will be for one year and one day, with a possibility of an extension or to become a permanent position. This is a full-time temporary position from which future positions may be filled.

POSITION OVERVIEW

The United States District Court for the Eastern District of Pennsylvania is seeking qualified applicants for position of **Information Technology Administrator I or II** depending on qualifications. The Information Technology Administrator provides administrative, installation, and technical support and training to the court in a wide range of areas, including: desktops, laptops, printers, multi-functional copiers and other networked devices. The incumbent assists with judiciary and local software systems, creation and administration of various user accounts, and providing support for complex technology projects in a physical and virtual environment. The Information Technology Administrator performs technical work related to modifying and adapting existing hardware systems, software and peripherals, web site management, as well as complex troubleshooting for these systems. They provide communications and training to court staff related to these systems. The incumbent provides direct technical recommendations to court management. Training will be provided for judiciary specific concentrations such as cybersecurity and IT support administrative tools.

The position is in the Clerk's Office of the U.S. District Court in Philadelphia; occasional travel within the district may be required.

REPRESENTATIVE DUTIES

- Work closely with the IT Director, IT Staff, and other stakeholders to assist in the planning, acquisition, installation, configuration, and deployment of a wide array of equipment, software, and hosting systems. Document hardware and software configurations.
- Research, plan, communicate and execute IT projects assigned in a timely and effective manner, ensuring changes can be implemented with minimal disruption to the court.
- Responsible for the planning and deployment of computer hardware platforms, software and peripherals which enhance organizational efficiency and capabilities. The incumbent plans and oversees the installation of upgrades of new or revised off-the-shelf/desktop software. Monitor day-to-day operations of technology equipment and its systems. Serve as a technical professional in solving computer system problems in a fully converged architecture.
- Respond promptly and professionally to judges and court staff IT support needs, inquiries, and requests, occasionally outside of normal business hours. Assist with creation, administration, and termination of user and email accounts and with providing end user training especially for existing and newly employed staff.
- Recommend, schedule, test, and validate deployment of patches, security & firmware updates, and other upgrades, and network components. Monitor providers' websites to ensure patches are tested and applied in a timely fashion.
- Partner with stakeholders to understand court needs in specific systems features. This may involve learning national systems, programming, or participating in the planning for, and the acquisition of a specific system for the court.
- Provide support and training of the courtroom technology systems. This includes working with both court staff and attorneys in the use of the equipment and resolving issues during court proceedings.

- Provide information and assistance to users on desktop applications including word processing, email, internet browsers, and digital recording software. Assist with creation, administration, and termination of user accounts and with providing end user training especially for newly employed staff.
- Monitor the network infrastructure and components, including all servers and workstations, and implement improvements to performance and security. Perform system startup and shutdown procedures, and other maintenance in a physical and virtual environment.
- Responsible for maintaining the inventory of unassigned IT equipment in storage, working with appropriate custodial staff with the local inventory controls. Maintain the status of spare parts and other supplies and equipment that may need replenishing.
- Coordinate with other administrators to ensure all systems are replicated, backed up along with the validation and integrity of the backups. Plan with other administrators for disaster recovery operations and testing for network resources.
- Perform other related duties or projects, as assigned.

MINIMUM QUALIFICATIONS

- CL-26 – must be high school graduate or equivalent, with a minimum of two years of general experience and one year of specialized experience.
- CL-27 – must be high school graduate or equivalent, with a minimum of two years of general experience and two years of specialized experience.
- Excellent interpersonal skills. Ability to exercise sound ethics and mature judgment and interact professionally and tactfully with a wide variety of persons.

General Experience is progressively responsible experience that provides evidence that the applicant has:

- (a) a good understanding of the methods and administrative machinery for accomplishing the work of an organization;
- (b) the ability to analyze problems and assess the practical implications of alternate solutions;
- (c) the ability to communicate effectively with others, orally and in writing; and
- (d) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized Experience is progressively responsible experience designing, implementing or maintaining computer systems that includes security hardening involving enterprise cybersecurity toolsets, computer programming, systems integration, and information technology project management.

PREFERRED QUALIFICATIONS:

- A bachelor's degree in computer science, MIS, or related field;
- Hands-on experience with configuring, imaging, and installing various computer workstations and peripherals;
- Hands-on experience with creating and administering virtual servers and virtual desktops using VMWare and Proxmox including ESXi, vSphere, Horizon View, Veeam, Proxmox VE, master images, snapshots and desktop deployment;
- Hands-on experience in administering Microsoft Windows Server 2019/2022 and Microsoft Active Directory;
- Hands-on experience administering physical and virtual systems, applications, and related IT infrastructure systems;
- Hands-on experience with Microsoft Office365, Teams, and Adobe Acrobat Pro applications;
- Demonstrated commitment to performing functional and IT security testing of systems and application and IT security updates prior to production roll out;
- Demonstrated commitment to performing excellent customer service;
- Experience ensuring 24/7 availability of mission critical systems;
- Knowledge of programming including Python, Ansible, Javascript and SQL;
- Knowledge of Microsoft SharePoint.

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. U.S. Citizenship required. The final candidate will be subject to a background check, which includes fingerprinting, and will be hired provisionally pending favorable suitability determination. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

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. To learn more about the Judiciary's benefits:

<https://www.uscourts.gov/careers/benefits>

****Eligibility for benefits varies with part-time and/or temporary appointments****

INFORMATION FOR APPLICANTS

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. Applicants scheduled for an interview should advise the HR staff if any accommodation will be necessary. Expenses associated with interviews or relocation will not be reimbursed. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

APPLICATION PROCESS

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) completed and signed *AO 78 Application for Judicial Branch Federal Employment*, and (5) completed and signed *AO 78B Race/Ethnicity, Gender & Disability Identification* (both found at [PAED - Vacancy Announcements](#)).

Qualified EDPA (internal) employees need only submit a letter of interest and detailed resume.

Completed applications (in a **single PDF document**) should be forwarded to Human Resources at: paed_apply@paed.uscourts.gov with the subject line, **IT Administrator #25-12E** and ***will not be considered complete*** unless all items have been received by Human Resources. Incomplete application packets will not be accepted for consideration.

**The Clerk's Office of the U.S. District Court for the Eastern District of Pennsylvania
is an Equal Opportunity Employer, and is committed to recruiting, developing, retaining, and promoting a diverse workforce.**