



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

VACANCY ANNOUNCEMENT

POSITION TITLE: Network Systems Engineer
(Full-Time, Temporary)

VACANCY NUMBER: **24-11E**

LOCATION: Philadelphia, Pennsylvania
This position is eligible for telework on an as-needed basis.

SALARY RANGE: CL27 - CL28 (\$63,857 - \$124,433)
The Court may offer a salary beyond the minimum starting salary depending on qualifications, experience, and court funds.

POSTING DATE: October 9, 2024

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 Eastern District of Pennsylvania is accepting applications for a full-time Network Systems Engineer. The Network Systems Engineer is responsible for coordinating and overseeing the court unit's Route/Switch infrastructure and associated systems in a mid-size, multi-location environment. The incumbent implements complex updates, including developing systems documentation and data network security; performs network traffic analysis and triage during service failure scenarios. Participates in intense investigations to determine RCA and develop corrective actions. The incumbent ensures effective and efficient infrastructure maintenance and operations workflow and practices to improve availability and performance of the network topology along with dependent environments. Incumbent will collaborate with team members, managers, executives, and Judges locally as well as at other court units.

The Network Systems Engineer provides technical expertise as a team member in the development and operational support of the court's systems and services. Design, build, test, secure and deploy new industry standard technologies. Ensure effective and efficient maintenance to help improve availability and performance of systems and dependent environments while maintaining security. The incumbent serves as a lead in supporting the court's current LAN/WAN network environment and integration into future unified communications networking systems.

The ideal candidate will provide responsible, timely, detailed status updates of assigned projects and deliverables.

The position is in the Clerk's Office of the U.S. District Court in Philadelphia, however occasional travel within the district will be required. Must be available/willing to work during non-business hours (evenings, weekends, and/or overnight) as required to complete urgent projects, maintenance windows, or prevent disruption to court proceedings or special events. Incumbent must have reliable transportation for travel. Should be able to climb ladders, access equipment in tight spaces, and independently lift 25-50 pounds.

REPRESENTATIVE DUTIES

- Analyze needs, coordinate, and configure network systems to increase operability and share information. Determine computer software or hardware needed to set up or alter systems. Train other technicians to work on network systems, topology, and design. Diagnose hardware and software failures and replace defective components.

- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations. Recommend changes to improve systems and configurations, as well as determine hardware or software requirements related to such changes.
- Analyze, develop, and implement 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.
- Lead project teams in managing infrastructure projects and resources.
- The Network Systems Engineer provides hardware and software support for Cisco and Netgear layer 2 and layer 3 switches, Catalyst 9k platform including WLC 9800 and Cisco ISE, Cisco SNA, SolarWinds Monitoring suite, FortiGate internal firewalls, and numerous Court applications.
- Create and maintain system documentation.
- Supervise on-site vendors. Participate in district-wide network projects. Prepare and propose automation funding needs for fiscal budget. Recommend actions to cover projected shortfalls.
- Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems. Plan, coordinate, implement and test network security measures to protect data, software, and hardware. Identify and assess risks by performing security analysis and assist in producing detailed security plans. Oversee configuration and monitoring of firewall operations.
- Evaluate, recommend, and implement processes to improve efficiencies and performance of the networks through the development or purchase of products to automate and monitor routine tasks such as server and workstation maintenance activities, performance monitoring and reporting, installation of software or firmware upgrades, patches, etc.
- Analyze and research procurement needs relating to the purchase of new server hardware and dependent accessories.
- Recommend, schedule, test, and validate deployment of patches, security updates, and other upgrades to routers, switches, wireless and security appliances. Monitor providers websites to ensure patches are tested and applied in a timely fashion.
- Develop and implement standard procedures to guide the use and acquisition of software and to protect vulnerable information, data, and documents.
- Provide occasional on-site network support for divisional offices and remote hearing locations.
- Provide 2nd level support to Court staff and assist the Help Desk team when required.
- Perform other related duties or special projects, as assigned.

MINIMUM QUALIFICATIONS

Applicants must be a high school graduate or equivalent with a minimum of three years of specialized experience to qualify for the CL27; or five years of specialized experience to qualify for the CL28.

REQUIRED SKILLS AND EXPERIENCE

- Candidate must be a self-starter with demonstrated analytical and problem-solving skills, a professional demeanor, and the ability to exercise sound judgement.
- Must have strong interpersonal skills, and the ability to communicate effectively (both orally and in writing), including skill in advising and training non-automation personnel in automation techniques and processes, and communicating technical concepts and issues in non-technical terms.
- Must possess exceptional customer service and troubleshooting skills, both in-person and in a remote environment.
- Must have excellent organizational skills, including the ability to manage multiple high-impact projects and priorities within strict deadlines in a fast-paced environment, and the ability to successfully follow an assigned project to completion.
- Must be able to maintain confidentiality.

General experience is defined as progressively responsible technical, office, or other work that demonstrates the possession of or the ability to acquire, the knowledge and skills needed to perform the duties of the position. This includes but is not limited to knowledge of professional office procedures, excellent customer service initiatives and excellent organizational, analytical, communication and interpersonal skills.

Specialized experience includes progressively responsible technical or administrative experience requiring the regular and recurring application of technical procedures that demonstrate the ability to apply a body of rules, regulations, directives, and laws that involve the routine use of specialized terminology and automated software and equipment for word processing, data entry and report generation.

COURT PREFERRED SKILLS AND EXPERIENCE

The following skills and experience are highly desirable:

- Experience with any of the following: Firewall support, virtualization technologies, Python, Ansible, Zabbix, Grafana, pyATS, Prometheus, Crestron SMPL, C#.
- Strong infrastructure experience including the Cisco and Netgear layer 2 and layer 3 switches, Catalyst 9k platform including WLC 9800 and Cisco ISE, Cisco SNA, SolarWinds Monitoring suite, and FortiGate internal firewalls.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U.S. 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, and will be hired provisionally pending favorable suitability determination of the background investigation. Incumbent will be subject to periodic reinvestigations every 5 years thereafter. 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>

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) list of continuing education or certifications completed within the last 5 years; (5) completed and signed *AO 78 Application for Judicial Branch Federal Employment*, and (6) completed and signed *AO 78B Race/Ethnicity, Gender & Disability Identification* (both found at [PAED - Vacancy Announcements](#)).

Completed applications (in a **single PDF document**) should be forwarded to Human Resources at: paed_apply@paed.uscourts.gov with the subject line, “**Network Systems Engineer #24-11E**” 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.