

# United States District Court Central District of Illinois

Shig Yasunaga, Clerk of Court



## Vacancy Announcement

Position Title:	<b>Network Administrator I or II</b>
Announcement Number:	2024-07
Position Type:	Full-Time, excepted service
Position Location:	Rock Island
Starting Date:	To be determined
Classification Level:	CL 26/27
Salary Range:	\$53,663 - \$95,824 (annual salary)

*(Starting salary will depend upon the education, background, and prior work experience of the applicant)*

Opening Date: **Friday, November 22, 2024**

Closing Date: **Friday, December 13, 2024**

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The United States District Court for the Central District of Illinois is accepting applications for the position of Network Administrator reporting directly to the Information Services Director. This position is located in the Rock Island divisional office.

The Network Administrator provides technical support to the court in a wide range of areas, including, assisting with the installation and support of network and computer hardware and software platforms, computer security, routine and complex troubleshooting, and providing support for technology projects. This position will provide support to end users district wide, as needed. In addition, this position will provide support for all courtroom technology in the Rock Island division and assist in other divisions as needed.

### **Summary of Job Duties:**

- Provide end-user support and training on commercial off-the-shelf software, computer hardware including desktops, laptops, tablets, mobile devices, peripheral computer equipment, VOIP phones, and video conferencing systems.
- Diagnose and remedy courtroom technology system failures, both hardware and software. Work closely with maintenance vendors to resolve hardware or software issues. Serve as trainer for nontechnical staff on technology techniques, applications, and utilization. Develop Procedural guidelines and training documentation as needed for end users.
- Coordinates video and teleconferences for staff and Judges involving scheduling, troubleshooting, setting up Equipment, initiating calls and staying on hand to monitor equipment as needed.
- Provide technical expertise as a team member in the administration and operational support of the court's virtual servers and virtual desktops using VMWare including ESX, vSphere, Horizon View, user environment manager, master images, snapshots and desktop deployment.
- Work closely with information technology professionals at the Administrative Offices and counterparts in other districts to exchange information on new developments and refinements.
- Provide support for mobile computing devices and remote access for teleworking.
- Travel to other courthouse locations in the district as needed.
- Perform other duties as assigned.

### **Qualifications:**

- High school graduation or equivalent; and
- To qualify at the CL 26 grade level: one year of specialized experience in work directly related to the position or completion of the requirements for a bachelor's degree from an accredited college or university.
- To qualify at the CL 27 grade level: two years of specialized experience in work directly related to the position or completion of 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 "B" grade point average equaling 2.90 or better of a possible 4.0;
  2. Standing in the upper third of the class;
  3. 3.5 average or better in the major field of study, such as computer science or information technology;
  4. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
  5. Completion of one academic year (18 semester hours or 27 quarter hours) of graduate study in an accredited university in computer science or other field closely related to the position.
- Working knowledge of basic networking technologies.
- Must be able to travel to divisional offices within the district and stay overnight when required.

- Must have reliable transportation for travel when court owned vehicles are not available.
- Must be able to work during non-business hours to complete urgent projects or prevent disruption to court proceedings.
- This position requires some physical demands such as moderately heavy lifting.

**Preferred Technical Qualifications Skills:**

- Bachelor's degree in a technical field such as computer science or information technology.
- Hands-on experience with creating and administrating virtual servers and virtual desktops using VMWare including ESX, vSphere, Horizon View, user environment manager, master images, snapshots and desktop deployment.
- Hands-on experience in administering Microsoft Windows server, Microsoft Active Directory, and Linux Redhat OS.
- Experience with audio/video technology in a court room setting including installing, maintaining, and supporting audio/video equipment, including distribution systems, digital signal processors, codes, and projection devices.
- Knowledge of applicable programming languages, databases, and application design.

**Additional Qualifications:**

- 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.
- Excellent organizational skill, including ability to manage multiple high impact projects and priorities within strict deadlines in a fast-paced environment.
- Critical thinking, attention to detail, analytical skills, eagerness to learn, and the ability to independently research and make recommendations.
- The incumbent must have the ability and availability to travel for work related reasons and stay overnight as needed. The incumbent must have the ability and availability to work nights and weekends.

**Benefits:**

Federal benefits include paid vacation and sick leave, paid federal holidays, participation in the Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP). Optional health, dental, vision, life, and long-term care insurance, and health care and dependent care reimbursement account.

**How to Apply:**

Qualified candidates are invited to submit a cover letter, resume, and an *Application for Judicial Branch Federal Employment* (AO 78 form available at [www.ilcd.uscourts.gov/employment](http://www.ilcd.uscourts.gov/employment)).

Application packets should be emailed in one pdf attachment to [keely\\_sprague@ilcd.uscourts.gov](mailto:keely_sprague@ilcd.uscourts.gov). Application packets must be received by the close of business on December 13, 2024.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to fill the position earlier than the closing date. More than one position may be filled from this announcement. Any such actions may occur without prior written notice. Participation in the interview process will be at the applicant's own

expense. The court will not pay for relocation expenses. Only applicants selected for an interview will be contacted. Promotion potential will be considered without further competition.

As a condition of employment, the selected candidate must successfully complete a background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. Judiciary employees are required to adhere to the *Code of Conduct for Judicial Employees*. Applicants must be citizens of the United States or be eligible to work in the United States. Direct deposit of salary payments is mandatory.

**THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**