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CAREER OPPORTUNITY

United States District Court for the Western District of Tennessee

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ANNOUNCEMENT NO: 16-02 (Note: This job posting is for two different positions being filled.)

POSITION TITLES: (1) Systems/Applications Administrator

(2) Network Administrator

POSTING DATE: 03/11/2016

CLOSING DATE: Open until Filled (First Review of Applicants will start 30 days after Posting Date)

SALARY RANGE: Classification Level 27 (Starting* at $47,390 to $59,246)

* Starting compensation within the specified salary Classification Level will be based on education, relevant work experience, and over-all qualifications and competency

APPLICATION PROCESS:

*Submit Cover Letter, Resume and Federal Judiciary Application by email to: tnwdjobs@tnwd.uscourts.gov.
*The email subject line MUST reference the "ANNOUNCEMENT NO." noted above.
*The Federal Judiciary Application can be downloaded at http://www.tnwd.uscourts.gov/emp.php.
*Only candidates submitting applications that include the required Cover Letter, Resume and Federal Judiciary Application will be considered for hiring and due to the number of anticipated applications, only candidates who are invited for an interview will be contacted directly by the hiring District Court.

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I. DUTIES STATEMENT

POSITION #1- SYSTEMS AND APPLICATIONS ADMINISTRATOR

Systems and Applications Administrator: The position of Systems and Applications Administrator is responsible for supporting and maintaining national and locally-developed applications and the server operating systems on which they reside. These are primarily web-based applications with relational database back-ends, and primarily run on a Linux/Apache platform. The successful applicant will be skilled at troubleshooting complicated database-driven software, as well as documenting procedures for both systems staff and end users.

Representative duties:

* Maintaining operating system, database, and application software by applying updates and patches
* Adding, disabling, and updating users and groups, and managing assignment of rights to users and groups, based on personnel changes
* Maintaining the external and internal websites of the court
* Supporting internal users and external customers in using national and locally-developed applications
* Working with both end users and national support staff in troubleshooting problems with national and local-developed applications
* Proactively monitoring systems for security issues and other potential problems
* Generating custom reports from databases based on management needs
* Writing documentation
* Other duties as assigned, such as general PC and network troubleshooting

Desired experience and knowledge:

* Experience in Linux or Unix systems administration, including the Apache web server,
* Experience with Relational Database Systems, such as Informix and MySQL, including database design and knowledge of the SQL query language
* Knowledge of client-side web development, including HTML and JavaScript
* Knowledge of one or more object-oriented programming languages, such as Perl or Java, specifically as used for server-side web development.

POSITION #2- NETWORK AND SERVER SUPPORT ADMINISTRATOR

Network Administration/Server Support: The Network and Server Support Administrator,

* assists in the day-to-day operation of computer networks including:
* hardware/software support, training, and special projects;
* plans, designs and implements data connectivity for local area network (LAN);
* assists in coordinating special projects including network related wiring plans, LAN/WAN hardware/software purchases, and system installation, backup, maintenance and problem solving;
* assists in providing network and remote connectivity hardware/software support;
* maintains LAN user documentation including hardware/software applications, support logs and other related information;
* researches and recommends network and server hardware and software;
* assists in installing, designing, configuring, and maintaining system hardware and software;
* analyzes and troubleshoots the network logs and tracks the nature and resolution of problems;
* monitors usage to ensure security of data and access privileges;
* installs, supports and maintains both physical and virtual network servers and appliances;
* installs, maintains, and troubleshoots the SAN;
* establishes and maintains user accounts, profiles, file sharing, access privileges and security;
* performs daily server backups, and monthly tape backups;
* researches, analyzes, monitors, troubleshoots and resolves server or data network problems;
* develops, maintains and implements network support, and archiving procedures;
* assists and provides support to the other technology staff as requested including performing scheduled network tasks, updating anti-virus definition files, monitoring network servers, and providing internet and intranet user support, network security and other specialized training.
* Additional duties may include other IT-related projects, as needed and assigned from time to time, and basic help desk response duties are also required.

E-mail/ Systems Support:

* Experience in Microsoft Exchange management and configuration needed, and maybe required to establish and maintain user e-mail accounts;
* provides e-mail training and software support;
* provide e-mail documentation and updates user manual as needed;
* manages anti-spam and anti-virus servers;
* researches and troubleshoots e-mail problems by reviewing mail logs, records, and network configurations.

Desired experience and knowledge:

* Experience in all areas of local and wide area networks management and administration including system configuration, setup, troubleshooting, planning, designing, implementation, and user support;
* experience installing and supporting Microsoft Windows Server 2008 and 2012 technologies;
* experience installing, configuring Cisco switches.
* Preference will be given to candidates who possess responsible technical experience related to enterprise-level Windows Server/Active Directory administration, VMware ESXi administration, Linux server administration, web development, and experience with relational databases such as MySQL or Informix.
* The successful candidate must also have strong interpersonal skills; the ability to learn new software applications easily; and strong teaching skills.
* This candidate must be able to effectively communicate with non-technical users.

Certifications: The possession of a Network Administration Certificate (CCNA) and/or a Microsoft Certification is preferred but not required.

II. MINIMUM QUALIFICATIONS

Education: A bachelor's degree, preferably in computer science, information systems, or other related area is highly preferred but not required, and such education should be at a level which demonstrates the ability to perform duties comparable to those listed herein, Relevant, consistent employment experience of sufficient duration will be accepted in lieu of a four-year degree if the applicant can demonstrate the ability to perform the functions and duties called for hereunder. Possession of a Network Administration Certificate and/or Microsoft Certified IT Professional (MCITP) is preferred but not required.

General Competencies: The successful candidate must possess strong interpersonal skills, the ability to effectively communicate with non-technical users; the ability to learn new software applications easily; and strong teaching skills. The successful candidate must also be a self-starter who does not require constant supervision, a confident technical employee who has the ability to work autonomously, an enthusiastic person who maintains a positive workplace attitude, and someone who desires to become an active partner in a well-organized, productive and hard-working technical team. It should be emphasized that every member of the technical team is subject to assignment for a variety of different duties, as required, including but not limited to help desk assistance, desktop systems installation, configuration, training and trouble-shooting, the relocation and reinstallation of systems equipment, and end-user training and guidance.

III. MISCELLANEOUS

The United States District Court for the Western District of Tennessee is a federal district court with jurisdiction over 22 counties in the western part of the state. The district is divided into two divisions: the Western Division, located in Memphis, Tennessee, and the Eastern Division, located in Jackson, Tennessee. The primary duty station for both of the positions being recruited is Memphis, with periodic travel to Jackson or, on occasion, other cities with the Western District. Additional travel might be required from time to time for training and conferences.

Work is performed in an office setting. Duties require occasional work during after-hours and on weekends or holidays. Physical effort may be required to deploy and support computer hardware and peripherals

Employment in the federal judiciary offers a wide variety benefits to full-time employees which include, for example: 10 paid holidays per year; generous vacation time, depending on length of service, paid sick leave, medical, dental and vision benefits, group term life insurance options, a thrift savings plan, a retirement plan, and other benefits that can be selected by employees from available options.

Please note that successful applicants will be subject to verification of job references, fingerprint and criminal background checks, financial credit reports, and other reviews as deemed necessary. Judicial employees -- particularly the technical team-- have daily contact with court staff and managers, Judges of the U.S. District Court, attorneys, other federal and state agencies, and law enforcement officials with the primary task of providing end user technical support, troubleshooting and resolving computer-related problems. Technical staff will also have occasional interaction with automation personnel in other courts, training centers, the Administrative Office of the U.S. Courts and various court executives. The successful candidate, therefore, must adhere to the *Code of Conduct for Judiciary Employees* which will be provided to the successful candidate upon taking office. Because technical team employees have access to highly confidential information and systems, it is critical that the successful candidate always exercise sound ethics and good judgment related to the workplace and his or her role in the judicial process.

Applicants are responsible for their own interview and travel expenses, and, if necessary, preliminary interviews can be conducted via video conference in order to reduce the cost of applying for these positions.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.