



VACANCY ANNOUNCEMENT

Position:	Systems Administrator (Full-Time, Permanent)
Salary:	\$64,172 - \$104,328 (CL 28) Depending on qualifications and experience.
Closing Date:	August 26, 2016

Position Overview:

The Court of International Trade is accepting applications for a highly skilled individual with a successful background in systems administration. This position is located in the Technology Development and Support Section (TDSS) of the Clerk's Office and reports to the Systems Supervisor. The System Administrator maintains the TDSS information technology systems and network infrastructure and provides helpdesk support to the Clerk's Office, Judges and Chambers' staff. The incumbent ensures effective and efficient server maintenance and operations workflow and practices to maintain and improve availability and performance of systems and dependent environments. After-hours support, onsite and remote, may be required.

Duties and Responsibilities:

- Design, test, deploy, and maintain virtual servers and desktops in a mixed computing environment of Windows, Linux, and Apple mobile devices.
- Ensure that all systems are designed, maintained, and operated to meet local and national standards.
- Participate in the development, testing, and implementation of disaster recovery procedures for critical systems to ensure continuous operations of court systems.
- Perform troubleshooting and triage during service failure scenarios and participate in intense investigations to determine root causes and develop corrective actions.
- Conduct comprehensive data security assessments and provide for network security through patch management and software distribution.
- Create, maintain, and enhance data backup and recovery procedures and practices.
- Provide technical expertise in the day-to-day support of end users' computing needs, inventory control, and VoIP telephony support within the Court.
- Provide hardware and software support for court-developed software applications and services.
- Develop and maintain systems documentation.
- Perform other related duties as required.

Qualifications:

The successful candidate will have a bachelor's degree in a computer or science-related field from an accredited college or university, and the equivalent of an MCSE with a minimum of three years of hands-on systems experience that includes VMware 6.0 or later, Microsoft Windows Server 2008 R2 or later, Microsoft Active Directory, GPO management, and patch management. Experience will also include LAN/WAN, DNS, and DHCP, Cisco switch, router, and wireless access point installation, configuration, troubleshooting, and administration.

The candidate must be a self-starter with demonstrated analytical and problem solving skills and a professional demeanor. The work requires excellent interpersonal and communication skills, both oral and written; exceptional customer service skills and excellent organizational skills, including the ability to manage multiple high impact projects and priorities within strict deadlines; and the ability to work collaboratively in a team environment. The candidate must be able to lift items weighing approximately 30 pounds and be able to perform moderate physical effort including moving, connecting, or troubleshooting equipment.

Preferred Qualifications:

- Experience in Linux administration.
- Experience with VPN, RAS, and connectivity troubleshooting for remote users.
- Familiarity with Microsoft Office suite, Exchange, and IBM Notes.
- Experience with Apache web server, IIS, Perl CGI, web development, and Dreamweaver is a plus.
- Knowledge of the configuration, administration, and maintenance of audio/visual teleconferencing systems and digital video equipment is a plus.

Benefits:

A generous benefits package is available and includes the following: paid annual and sick leave, ten paid holidays, participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Dental and Vision Insurance Program (FEDVIP), Federal Employees Group Life Insurance (FGLI), Flexible Benefit Program, Long-Term Care Insurance, Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP). The United States Court of International Trade currently offers public transportation vouchers (TransitChek), gym membership, and a Court Achievement Program (CAP).

Conditions of Employment:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. All application information is subject to verification. The selected candidate must successfully complete a 10-year background investigation, a subsequent favorable suitability determination, and subsequent investigations every five years thereafter. Employees of the U.S. Court of International Trade are "at-will" employees and are required to adhere to the Code of Conduct for Judicial Employees. Electronic Funds Transfer (EFT) is mandatory for payroll direct deposit.

Application Procedure:

Applicants must submit the following documents to be considered: 1) cover letter, specifying how you satisfy the qualifications listed above, 2) résumé, 3) two letters of recommendations, and 4) [Application for Judicial Employment \(AO78\)](#). The AO78 form can be found at www.cit.uscourts.gov under Human Resources. All applications should be directed via mail (postmarked by the closing date) to: United States Court of International Trade, One Federal Plaza, New York, NY 10278-0001, Attn: Human Resources #16-07, or applications may be submitted via e-mail in one single PDF attachment to: Human_Resources@cit.uscourts.gov; include the title of the position and job announcement in the subject line. Please use only one method of application. Failure to submit a complete application will result in non-consideration. Only applicants selected for an interview will be notified.

UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER