



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN
OFFICE OF THE CLERK**

**Vacancy Announcement #: 18-06
Network Administrator II**

CL-27 - \$50,975 - \$82,909 *

***Starting salary commensurate with work experience/prior federal government service**

**Position will remain open until filled, with preference given to resumes received by:
August 9, 2018**

Position Overview

The Network Administrator II is part of the Information Technology team that is responsible for the implementation and coordination of specifically assigned automation projects for the court unit. The Network Administrator II maintains the day-to-day operations and support of court IT infrastructure, such as a VMWare virtualized environment, Windows servers and a Cisco network. The position is the key person responsible for maintaining and improving these systems; and under the direction of the Director of I.T. may meet with end users to analyze their needs to implement solutions and perform moderately complex troubleshooting for hardware and software systems.

Representative Duties

- Coordinate and link computer systems within an organization to increase compatibility and share information. Determine computer software or hardware needed to set up or alter systems. Train users to work with computer systems and programs. Diagnose hardware and software problems. Maintain and administer computer networks and related computing environments, including computer hardware, systems, software, and all configurations. Recommend changes to improve systems and configuration, as well as determine hardware or software requirements related to such changes. Maintain network security.
- 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. Perform data backups. Plan for disaster recovery operations and testing, including network performance, security, anti-virus, intrusion, prevention, web usage/monitoring, design and acquisition of servers. Produce useful system documentation and perform system startup and shutdown procedures.
- 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.
- Design, configure, and implement computer hardware and operating system software. Develop standard guidelines to guide the use and acquisition of software and to protect vulnerable information.
- Monitor systems for potential vulnerabilities in, and threats to, existing and proposed technologies and notify appropriate managers/personnel of the risk potential.
- Position located in Milwaukee, WI with regular travel to Green Bay, WI required.
- Performs other duties as assigned, including Help Desk support.

Required Competencies

- Extensive experience with Windows, Apple and Linux server and workstation operating systems.
- Experience with administering VMWare and VDI.
- Experience with Active Directory, DNS, DHCP.
- Experience with GPOs and basic scripting.
- Must be highly self-motivated, organized and detail-orientated.
- Must present a professional demeanor, positive personality and work well in a team environment.
- Skill in analyzing court information technology needs, including software evaluation.
- Must be able to manage multiple priorities and projects with limited supervision.
- Skill in translating and documenting technical terms into non-technical language.

Minimum Qualification Requirements

Requires a minimum of three (3) years of relevant work experience, including knowledge of PC hardware/software to provide excellent technical support for a user base of up to 80. Demonstrated ability to implement, operate, and document IT systems when system analysis, systems integration, and consideration of hardware and software are a part of the experience. Skill in teaching methods, techniques, and processes which are most successful in training non-technical personnel.

Preference will be given to candidates with the following qualifications:

- Federal judiciary work experience along with general knowledge of court functions and operations
- Experience with VMWare, Windows Server, Cisco and WAN/LANs
- Bachelor's Degree

Federal benefits package. Applicant must be a U.S. citizen or eligible to work in the United States. Position will remain open until filled, with preference given to resumes received by August 9, 2018. Only candidates selected for an interview will be contacted. Submit one PDF including cover letter, resume, and Form AO 78, Federal Judicial Branch Application for Employment [available at www.wied.uscourts.gov/employment] to: employment@wied.uscourts.gov

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