



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
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WILLIAM W. BLEVINS
CLERK OF COURT

CAROL L. MICHEL
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: SYSTEMS ADMINISTRATOR
POSITION LOCATION: NEW ORLEANS, LOUISIANA
VACANCY ANNOUNCEMENT #: 19-DSC-15
OPENING DATE: MAY 7, 2019
CLOSING DATE: OPEN UNTIL FILLED (REVIEW OF RESUMES UPON RECEIPT)
JOB CLASSIFICATION/GRADE: CL-27/CL-28
(IF HIRED AT A CL-27, PROMOTION POTENTIAL TO A CL-28 EXISTS WITHOUT FURTHER COMPETITION, BASED ON PERFORMANCE, AND AT THE DISCRETION OF THE CHIEF UNIT EXECUTIVE)
SALARY RANGE: \$49,772 - \$96,999
(DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for position of Systems Administrator. The Systems Administrator is responsible for overseeing the development and continuing maintenance of the court's internal and external websites in a manner that is consistent with the court's vision, mission, and end-user needs. The Systems Administrator also performs routine administration to Windows servers and implements complex updates in a virtual environment, including developing systems documentation and implementing data IT security. The incumbent is required to attain a thorough working knowledge of the court procedures, processes, and policies for the court's virtual servers and virtual desktop infrastructure to ensure effective and efficient maintenance and practices to improve availability and performance of systems in dependent environments. Duties also include collaborating with supervisors, managers, executives, and judges locally as well as at other court units.

REPRESENTATIVE DUTIES:

- Manage all technical support of the court's web sites including underlying structures to multiple internal web sites, web pages, and/or applications. Oversee and coordinate the work performed by other IT staff or court staff involved with website updates.
- Administer and maintain all court web sites and pages using established web technologies and programming languages including HTML, Drupal, XML, and PHP.

- Work closely with court unit and chambers staff to identify and define web site content. Use multi-media, graphic software, and other tools to redesign information into a more understandable form for web dissemination. Analyze user needs and determine feasibility within time and cost constraints for new or revised web pages or application access.
- Provide Microsoft administration and operational support of the court's Windows servers and desktops, including Active Directory and IIS, and the support of Microsoft Office products.
- 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.
- Participate in detailed investigations to determine root cause and corrective actions.
- Develop, implement, and manage large and small scaled projects, including developing project plans with detailed time lines. Verify adequate resources and coordinate project meetings. Ensure projects are delivered on time and within the scope, schedule, and budget, and implementation has minimal disruption to the work of the court.
- Design, test, and deploy new or enhanced system services including court software and applications.
- Provide troubleshooting support for various web browsers and other court-developed software applications and services.
- Conduct comprehensive data security assessments and provide for network security through hardware and/or software solutions. Work within AO policies and guidelines for Internet and Intranet sites, along with other federal guidelines and requirements.
- Analyze and research procurement needs relating to the purchase of new hardware and dependent accessories including software and licenses.
- Create and maintain systems documentation.
- The incumbent will also be required to attain a thorough working knowledge of the court's general processes and policies as well as procedures and policies for the support of the court's server and virtual desktop management and network infrastructure.
- Perform other related duties as required

QUALIFICATIONS

Education and Experience Qualifications:

Two years or more, within the past five years:

- Progressively responsible technical experience with implementing and maintaining computer systems that includes completion of projects with web technology or system deployment including functional testing;
- Experience gained while supporting a highly structured network environment with interdependent systems;
- End-user support of IT software applications and services;
- Troubleshooting support for various web browsers and websites and a solid understanding of cross-browser issues and workarounds;

To qualify for a CL-27, applicants must be a high school graduate or equivalent with a minimum of two years of specialize experience with one-year equivalent to work at a CL-25;

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:

- Overall GPA of "B" equaling 2.90 or better,
- Standing in upper third of class,

- Completion of one academic year of graduate study in an accredited university in a field closely related to the subject matter of the position.

To qualify for a CL-28, applicants must be a high school graduate or equivalent with a minimum of two years of specialize experience with one-year equivalent to work at a CL-27;

Or

Completion of a master’s degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in a field closely related to the subject matter of the position.

Preferred Qualifications:

- A bachelor’s degree in computer science, MIS, or related field;
- Hands-on experience using established web technologies including HTML, XML, and PHP;
- Knowledge of Drupal and the ability to integrate Drupal modules and custom themes;
- Demonstrated ability to combine use of technology, web design elements; and layout that results in an appealing website that provides quick access to information sought by the user;
- Hands-on experience in administering Microsoft Windows 2012/2016, Microsoft Active Directory, and Microsoft IIS;
- 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 full life cycle experience administering physical and virtual Microsoft servers and applications, and related IT infrastructure services;
- Hands-on experience with Microsoft Office365 environment and Adobe Acrobat Pro;
- Demonstrated commitment to performing functional and security testing of systems, websites; and application and security updates prior to roll out;
- Demonstrated commitment to performing excellent customer service;
- Experience ensuring 24/7 availability of mission critical systems;
- Knowledge of Microsoft SharePoint

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 skills, 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, 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.
- The incumbent should be able independently lift 25-30 pounds.

BENEFITS:

Employees of the United States District Court are at will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- 10 paid holidays per year

- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement (FERS) and the Social Security Retirement Programs.
- Optional participation in the Thrift Savings Plan (TSP), similar to 401K, with matching up to 5%, Federal Employees Health Benefits Program (FEHB), Federal Employees Dental and Vision Program (FEDVIP), Federal Employees Group Life Insurance (FEGLI), Long Term Care Insurance (FLTCIP), Flexible Spending Accounts, and a transit subsidy program.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States.

Qualified applicants should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume, three references, and a completed [Application for Judicial Branch Federal Employment \(Form AO-78\)](#), this must be submitted as **one** pdf document by email to HRAdmin@laed.uscourts.gov You must reference the vacancy announcement number in your letter of interest. Packets not received as **one complete pdf**, or that directs the court to an external file server, such as Google Docs will not be considered.

DISCLOSURES:

Due to the volume of applications received, the Court may communicate only with those selected for an interview. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Travel and relocation expenses will not be paid.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer