

# UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF LOUISIANA



## NOTICE OF VACANCY

The United States District Court for the Middle District of Louisiana is accepting applications for the position of **Systems Engineer**.

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**ANNOUNCEMENT NUMBER:** 14-USDC-8

**LOCATION OF POSITION:** Baton Rouge, Louisiana

**POSITION TITLE:** Systems Engineer

**CLASSIFICATION LEVEL:** Court Personnel System, CL 26-28

**SALARY RANGE:** \$42,199 – \$90,975 annually, depending on experience

**OPENING DATE:** Wednesday, August 5, 2014

**CLOSING DATE:** Tuesday, September 2, 2014, 5:00 PM CST

**STARTING DATE:** TBD

- This is a full-time permanent position with promotion potential up to CL 28 without further competition.
- Starting salary commensurate with experience, qualifications, and salary history.

#### **POSITION OVERVIEW:**

The United States District Court – Middle District of Louisiana is recruiting for the position of Systems Engineer (14-USDC-8). This position is located in the Automation section of the Clerk's office and reports to the Director of Automation & Technology.

#### **DUTIES AND RESPONSIBILITIES:**

- Administers the day-to-day operations and support of virtual desktop and server environment and PC-based systems or other major systems' functions (including operations support for computer equipment and associated data communications facilities to ensure reliable and effective operations.
- Performs or monitors systems operations and maintenance activities to ensure the daily operation of assigned systems including virtual server and desktop infrastructure.
- Responsible for requirements gathering, designing, building, deploying, troubleshooting, backup and patch management of new and legacy Windows-based solutions.
- Responsible for Microsoft Active Directory in a mixed computing environment of Windows, UNIX, Linux and Apple Operating Systems.
- Manages data backup for all servers and ensure that cyclical replacement strategy for server environment is followed.
- Responsible for maintaining and supporting Lotus Notes email server and account administration.
- Participates in the development, testing and implementation of disaster recovery procedures for critical systems to ensure continuous operations of court systems. Ensures that all systems are designed, maintained, and operated to meet local and national standards.
- Monitors the Windows equipment and processes in the data center to ensure proper usability and to identify system failures. Recommends, configures, and installs pro-active monitoring tools. Documents and diagrams server structures and external processes.
- Assists in the implementation of computer security measures to safeguard technology and court information. Develops and performs intrusion detection to verify effectiveness of security.
- Serves as the technical expert on anti-malware strategies, patch management, and vulnerability assessment techniques.
- Provides routine reports on server availability and maintenance.
- Provides the entire user community and/or colleagues with professional, technical training in all areas concerning servers and their operating systems, including all relevant software, tools, and utilities. Provides tier three level technical support as assigned.
- Coordinates timely repair of hardware including personal computers, laptops, tablets, smartphones, and other related communications devices and printers.
- Backs up the other systems staff and performs other office automation duties, user support, and project duties as assigned.
- Maintains electronic courtroom systems, including audio systems, presentation systems and video conference systems, and coordinates repairs with vendors when necessary. Prepares and maintains documentation for local courtroom technology.
- Designs, documents, and executes training and user support for all courtroom technology for both court staff and attorneys.
- Perform other related duties, as assigned.

#### **GENERAL INFORMATION:**

- Applicants must be U. S. citizens or eligible to work in the United States.
- Reference and background checks will be conducted on the final candidate(s).
- Work is performed in an office setting. Professional/business casual attire is required.
- Work may be required beyond normal business hours based on the needs of the Court. There are no provisions for paying overtime to court employees. However compensatory leave may be granted to employees in accordance to policy.

## QUALIFICATIONS AND REQUIREMENTS:

- High school diploma or equivalent.
- Three years general experience, i.e. progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration, and management.
- Three + years of professional Active Directory support with specialization in the following areas: AD Forests, Trees, Domains, Group Policies, DNS, and Windows naming constructs.
- Ability to successfully implement hardening of the server infrastructure in appropriate server roles. Thorough understanding of Active Directory DC design, Schema, OU design, AD replication technology, and DC backup/restore procedures.
- Experience in and knowledge of managing backup and storage areas using Backup Exec. Virus and Vulnerability protection.
- 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, including skill in advising and training non-automation personnel in automation techniques and processes and communicating technical concepts and issues in non-technical terms. Excellent organizational skills, including ability to manage multiple high impact projects and priorities within strict deadlines in a fast paced environment.
- Experience ensuring the 24-7 availability of an agency-wide network.
- Specialized court experience as stated in the chart below:

<b>Level</b>	<b>Minimum Experience</b>
<b>CL 26</b>	One year of specialized experience equivalent to work at CL 25
<b>CL 27</b>	Two years of specialized experience, including at least one year equivalent to work at CL 26
<b>CL 28</b>	Two years of specialized experience, including at least one year equivalent to work at CL 27

**Specialized experience:** Progressively responsible experience that is in, or closely related to, the work of the position that has provided particular knowledge, skills, and abilities to successfully perform the duties of the position.

**Educational Substitution:** Completion of the requirements for a bachelor's degree from an accredited college or university and a superior academic achievement requirement may be substituted for specialized experience at the CL 27. Completion of a master's degree or two years of graduate study from an accredited university in a field closely related to the subject matter of the position may be substituted for specialized experience at the CL 28.

## PREFERRED EXPERIENCE:

- Bachelor's degree from an accredited college or university in Computer Science or a related field strongly preferred.
- Knowledge of and experience with design, implementation and maintenance of server and desktop virtualization, VoIP & FoIP systems.
- Scripting experience for automation and administration using standard technologies such as Batch, ADSI, VBS, VB, .NET.
- Familiarity with Server 2008 R1 and R2, and experience administering agency-wide email system.
- Additional certification(s) preferred: Network +, CCNA, CCSP, CISSP, SSCP, or GSE.
- Knowledge of and experience with design and implementation of web applications using current industry standards and protocols (HTML5, CSS, Sencha ExtJS, JavaScript).
- Knowledge of professional grade digital audio and video components and control systems used in electronic courtrooms for evidence presentation and recording court hearings.

## BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). Employees working at least 20-hours per week or more are eligible for benefits. The generous Federal Employees benefits package includes:

- Ten (10) paid Federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)

- Tax Deferred Retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions.
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Group Long Term Care Insurance through CNA
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement
- Federal Employees Group Long Term Disability Program (FGLTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)
- Paid on-site assigned parking
- 24-hour fitness facility

This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

**APPLICATION PROCEDURES:**

**Qualified applicants should submit a complete applicant's packet which includes: a letter of interest and a current/detailed resume. External applicants must also submit a completed Application for Judicial Branch Federal Employment (Form AO-78) with their applicant's packet.** Applicant's packets must be received by 5:00 PM CST Tuesday, September 2, 2014 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from the court's website [www.lamd.uscourts.gov/employment](http://www.lamd.uscourts.gov/employment). **YOU MUST REFERENCE THE ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applicant's packets will not be considered complete until ALL of the items listed above have been received by Human Resources. Hard copies will not be accepted. Please email or fax your complete applicant's packet to:

[humanresources@lamd.uscourts.gov](mailto:humanresources@lamd.uscourts.gov)

*(Attachment must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)*

OR

**Attention: Human Resources; fax 225.389.3542**

**ADDITIONAL INFORMATION:**

The most qualified applicants may be invited to one (or more) personal interview(s) with the Court. Applicants selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse applicants for travel and/or relocation expenses. All applicants who participate in the interview process will receive a written response if they are not selected. **Please do not inquire about the status of your application.**

Prior to appointment, the selectee considered for this position is required to undergo a FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the court. The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. The incumbent(s) will be subject to a one year probationary period for this position.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis. The United States District Court for the Middle District of Louisiana is an Equal Opportunity Employer and values diversity in the work place.