

# 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 Administrator**.

---

**ANNOUNCEMENT NUMBER:** 21-USDC-2

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

**POSITION TITLE:** Systems Administrator

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

**SALARY RANGE:** \$47,071 – \$100,739 annually, depending on experience

**OPENING DATE:** Monday, April 5, 2021

**CLOSING DATE:** Open Until Filled (Priority will be given to applicants' packets received by Friday, April 16, 2021, 12:00 PM CST)

**STARTING DATE:** TBD

- This is a full-time permanent position with promotion potential up to CL 28 without further competition.
- Part-time opportunity may be available depending on the court's requirements.
- Starting salary commensurate with experience, qualifications, and salary history.

#### **POSITION OVERVIEW:**

The United States District Court for the Middle District of Louisiana is accepting applications for the position of Systems Administrator (21-USDC-2). This position is located in the Automation section of the Clerk's office and reports to the Systems Supervisor and the Director of Automation & Technology.

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

- Administers the day-to-day operations and support of on-premise and cloud-based 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).
- Responsible for a complex multi-site Microsoft Active Directory environment
- Responsible for Microsoft cloud-based enterprise collaboration, messaging, and office productivity tools and solutions, such as Exchange and Office365.
- Responsible for Microsoft SharePoint Online Administration including Site Collection Administration for court's sites and document libraries.
- Responsible for performing preventative maintenance tasks on systems.
- Provide proactive support by utilizing monitoring and log management solutions (Splunk, etc.).
- Responsible for requirements gathering, designing, building, deploying, troubleshooting, backup, and patch management of new and legacy Windows-based solutions.
- Responsible for database administration, maintenance, backup and restore.
- Participates in the development, testing and implementation of disaster recovery procedures (Incident Response Plan) 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.
- 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 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 technical support both in-person and in a remote environment for telework employees.
- Backs up the other systems staff and performs other office automation duties, user support, and project duties as assigned.
- Maintains systems and ensures IT security protocols and best practices are followed. Prepares and maintains documentation for applications and system.
- Designs, documents, and executes training and user support for systems including IT Security Awareness for court staff.
- Perform other related duties, as assigned.

#### **GENERAL INFORMATION:**

- Applicants must be United States 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 & 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, implementation, integration, and management.
- At least two years of hands-on full life cycle experience administering physical and virtual Microsoft servers and applications, and related IT infrastructure services.
- 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.
- 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.
- Provide exceptional customer service and troubleshooting issues both in-person and in a remote environment when users are teleworking.
- 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 mission critical systems.
- 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 work nights and overnight as needed.
- The incumbent should be able to climb ladders and independently lift 25-30 pounds.
- 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.
- Knowledge of and experience with design, implementation and maintenance of server and desktop virtualization, VoIP & FoIP systems.
- Advanced Development experience with Microsoft SharePoint Online and Workflows using Power Automate.
- Hands-on experience in administering Microsoft Active Directory, Microsoft DFS, VMWare ESXi, VMware Horizon View, VMware DEM, Microsoft FSLogix, PDQ Deploy, and KACE.
- Scripting experience for automation and administration using standard technologies such as Batch, ADSI, VBS, VB, .NET.
- Microsoft or VMware certifications.
- Knowledge of and experience with database administration, design and implementation of web applications using current industry standards and protocols (HTML5, CSS, PHP, JavaScript).
- Knowledge of IT Security industry tools for managing a secure environment (WSUS, TrendMicro, Nessus, Splunk, KnowBe4, CSAM).

### **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 paid Federal holidays plus paid annual and sick leave;
- Retirement benefits under the Federal Employees Retirement System (FERS-FRAE);
- Retirement under the Thrift Savings Plan (TSP) with employer matching contributions;
- Health benefits under the Federal Employees Health Benefits Program (FEHB);
- Supplemental Dental & Vision Benefits under the Federal Employees Vision & Dental Plan (FEDVIP);
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI);
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement;
- Long Term Care Insurance through the Office of Personnel Management (OPM);
- Paid on-site assigned parking;
- Mandatory electronic fund transfer (direct deposit) participation for payment of net earnings; and
- 24-hour fitness facility

### **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. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from the court's website . Priority will be given to applicants' packets received by Friday, April 16, 2021 at 12:00 PM CST. You must reference the vacancy announcement number in your letter of interest. Applicants' 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 an 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 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 at [humanresources@lamd.uscourts.gov](mailto:humanresources@lamd.uscourts.gov). 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 workplace.