



## United States Court of Appeals for the Third Circuit

Date: **July 10, 2018**

Position Title: **Network Administrator**

Vacancy Number: **CE-07-18-01**

Location: **Philadelphia, Pennsylvania**

Classification Level: **CL-28**

Salary: **\$63,391 - \$94,427 based upon qualifications and experience**

Closing Date: **July 31, 2018**

### Position Overview

The Third Circuit Court of Appeals is seeking a multifaceted hands-on technology professional to provide production support and engineering services in the following IT areas:

- **Campus LAN Network Design - Routing and Switching**
- **Wireless Architecture Design and Administration**
- **VoIP and Network Administration**
- **Server and Active Directory Administration**

This position is located in the Circuit Executive's Office of the Third Circuit Court of Appeals. The Circuit Executive's Office supports the U.S. Third Circuit Court of Appeals, district and bankruptcy courts within the Third Circuit, which includes Delaware, New Jersey, Pennsylvania, and the U.S. Virgin Islands.

### Representative Duties and Responsibilities

- Design, engineer, deploy, and maintain the court's local area networks (LANs), wide area networks (WANs), and virtual (VLANs), including firewalls, routers, switches, and other hardware assigned.
- Administer and monitor the network environment in coordination with the domain administrator. Manages network operating system policies and objects. Create and maintain systems documentation.
- Administer Cisco's Wireless Lan Controller (WLC) series appliances, including Cisco IOS and hardware compliance, license pack upgrades, hardware and software migration paths, but not limited to daily adds/move/changes across the environment.
- Administer common network services, such as DNS, DHCP, NTP, TFTP.
- Manage users and computers in Microsoft Active Directory as well as GPO creation and management.
- Develop, implement, and manage large and small-scale projects from design to deployment, including developing designs, project plans, and time-lines.
- Add/replace/remove server/switch/appliance components. Perform enterprise and network closet UPS support, including battery replacement. Perform cable testing –

fiber and copper – storage and appliance side. Install and upgrade firmware. Perform EOL support such as hardware removal and disk shredding.

- Provide tier 2 helpdesk support in relevant areas. Resolve routine and complex tickets, including outstanding issues that have been referred or escalated by helpdesk team.
- Work closely with information technology professionals in the Administrative Office and colleagues in other agencies at the local and national levels on new deployments and refinements.
- Perform other related duties as assigned.

## **Qualifications**

A bachelor's degree in computer science or related field from an accredited four-year college or university (or equivalent experience) is preferred, plus immediate familiarity with the representative duties described above. At least two years of specialized experience, including one year at or equivalent to the next lower grade in federal service is required. Prior federal court or government experience is preferred. Cisco Certified Network Associate (CCNA, Cisco Certified Network Professional (CCNP), or CompTIA Network+ certification is desired. A successful candidate should have the following skills: Familiarity with Flex Connect and clear air technology; Working knowledge of MS Exchange, O365 and relational databases, including SQL and Oracle; Working knowledge of major operating systems, including but not limited to Windows and Linux Server versions; Working knowledge of Virtualization platforms, including VMware and vSphere; Mobile device management experience with Apple, Android, and Windows products.

## **Benefits**

Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System, long-term care insurance, and the Thrift Savings Plan (similar to 401K plan).

## **Conditions of Employment**

Must be a United States citizen, or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause. Employees will be hired provisionally pending the results of a FBI fingerprint check. Direct deposit of pay is required.

## **Application Instructions**

Submit resume, cover letter, and references in a single PDF file at [http://www2.ca3.uscourts.gov/vacancyupload/ce\\_071801.aspx](http://www2.ca3.uscourts.gov/vacancyupload/ce_071801.aspx). Only candidates selected for an interview will be notified. The U.S. Court of Appeals reserves the right to modify or withdraw this vacancy announcement, or to fill the position without prior written or other notice.