

**UNITED STATES COURTS  
SOUTHERN DISTRICT OF INDIANA  
INDIANAPOLIS DIVISION**

**SYSTEMS ADMINISTRATOR**

Salary CL 27 - \$49,316 - \$80,210

(Based on qualifications and experience. Promotional potential to CL 28)

**Application Deadline: Friday, October 12, 2018**

*First consideration may be given to those who apply early*

**POSITION SUMMARY**

The Systems Administrator is a member of the shared services information technology team that performs end user support. The incumbent will support and maintain the court's physical and virtual server environment, as well as help maintain the court's computer network. The position reports to the INS IT Director.

**DUTIES AND RESPONSIBILITIES**

The Systems Administrator coordinates and oversees the court unit's information technology servers, performs routine administration to the servers and implements complex updates, including developing systems documentation and data network security. The incumbent performs server troubleshooting and triage during service failure scenarios and participates in intense investigations to determine the root cause and develop corrective actions. The incumbent ensures effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments.

**QUALIFICATIONS**

Applicant must be a U.S. Citizen or eligible to work in the United States. The applicant must have two years general work experience demonstrating excellent customer service and communication skills and two to four years of progressively responsible experience in IT support. Applicants must also have the following minimum qualifications:

- Microsoft (MS) Windows operating systems for servers (Windows 2012r2 and above) and desktops (Windows 7 and 10).
- MS Windows Active Directory with server administration (including Group Policy) as well as MS SQL server.
- WAN and LAN network devices (Cisco)
- SAN storage systems (Nimble Storage/iSCSI preferred)
- Managing remote hardware and software, supporting remote users and commercial off-the-shelf software.
- VMware vSphere and View/Horizon
- Disaster Recovery
- Network administration experience with demonstrated ability to implement, operate, and document data automation system(s) when system analysis, system(s) integration, and consideration of hardware and software are required. This experience must include primary

responsibility with design, implementation, or support of an enterprise level network infrastructure.

- Design, installation, maintenance, and support of a virtualization environment.
- Installation, configuration, maintenance, and support of common Linux distributions.
- Security Certifications: Security+ and other advanced technical security certifications (e.g. CASP, CISSP, or equivalent certifications) preferred.

## **BENEFITS AND HIRING POLICIES**

The United States Courts offer benefits to full-time employees, which include:

- 10 paid holidays per year
- 13 - 26 paid vacation days (dependent upon years of service)
- Paid sick leave
- Health and life insurance options
- Long- term care insurance
- Flexible spending accounts for medical/dependent care
- Thrift savings (retirement) plan with employer matching

The United States Courts are part of the Federal Judiciary. As such, most employees fall under the Court Personnel System (CPS) as opposed to the General Schedule (GS) for federal employees of the Executive Branch. Although comparable to civil service in salary, leave, and insurance benefits, employees of the U.S. Courts have EXCEPTED service appointments. They are at-will employees appointed by the Clerk of the Court, and can be terminated with or without cause by the Court. The incumbent selected for this vacancy will receive on-the-job training.

The Clerk reserves the right to modify the conditions of this job announcement by withdrawing or filling more than one position described herein. This job is classified as a high-sensitive position due to information technology responsibilities. The selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment.

### **APPLICATION INSTRUCTIONS:**

Qualified applicants should submit a resume to [HRDept@insb.uscourts.gov](mailto:HRDept@insb.uscourts.gov)  
Only resumes submitted to the above email will be considered. Neither faxed nor mailed applications will be accepted.

**The Court is an Equal Opportunity Employer.**