

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA  
Vacancy Announcement # FY 21-04

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<b>Position Title:</b>	Network Administrator
<b>Employment Type:</b>	Full-Time, Permanent
<b>Location:</b>	Tulsa, Oklahoma
<b>Area of Consideration:</b>	Open to All Qualified Applicants
<b>Grade/Annual Salary Range:</b>	CL 26/01 - CL 28/61, \$46,600 - \$99,762 (depending on qualifications & experience)
<b>Opening Date:</b>	September 4, 2020
<b>Closing Date:</b>	Open Until Filled (to ensure consideration, apply by September 25, 2020)
<b>Anticipated Report Date:</b>	November 9, 2020

**Position Overview:** This is a shared services position, supporting both the U.S. District Court and the U.S. Probation Office. The Network Administrator is responsible for the day-to-day operational support of the data communications network for the Court. The incumbent will be responsible for the installation, configuration and support of network hardware and software and audio/video equipment. The position reports directly to the Systems Technology Division Manager.

**Representative Duties:**

- Install, maintain, and troubleshoot network hardware and software. Coordinate, implement and test network security measures in order to protect data, software, and hardware. Monitor and optimize hardware, operating systems, and databases to improve system performance and reliability.
- Advise and make recommendations to management on network and other significant information technology issues. Develop and implement short-term and long-range automation improvement plans for the court unit, ensuring that the changes can be implemented with minimal disruption at the court site.
- Monitor daily system backups and operations of the network equipment and systems. Recommend and install updates to ensure continued operation and act as the technical expert in solving network and related computer system problems. Install security, operating system patches, and database software upgrades. Provide file server maintenance and troubleshoot problems with network equipment.
- Perform other duties or special projects, as assigned.

**Required Qualifications:** One or two years of specialized experience equivalent to work at the next lower level.

**Specialized experience** is defined as experience in the areas of network administration, data processing, office automation, and data communication, including project assignments that involve systems analysis, design, programming, implementation, integration and management. Must possess a demonstrated ability to recognize and analyze problems and then recommend practical solutions.

Additionally, the incumbent must have experience installing, configuring, monitoring, and troubleshooting network devices such as switches, routers, firewalls, wireless access points, etc. The incumbent performs both routine and complex network administration and systems duties.

The incumbent must possess excellent customer service skills and be able to prioritize multiple tasks and demands.

Note: Education (a bachelor's or master's degree from an accredited college or university in an IT related field) may be substituted for the specialized experience at the CL 27 & CL 28 levels.

**Court Preferred Qualifications:**

Bachelor's Degree in Computer Science or related field from an accredited four-year college or university.

Knowledge of and experience with Court operations.

Cisco (CCNA), Microsoft, or other relevant IT certifications

**Benefits:** A generous benefits package is available which includes a minimum of 10 paid holidays; paid annual and sick leave; health, life, and long-term care insurance benefits; flexible benefits, a retirement plan, a Thrift Savings Plan(4014K), and wellness and employee assistance programs. For more information, please click [here](#). Also, the Federal Courthouse has an onsite fitness center and parking is provided.

**Conditions of Employment:** Applicants must be United States Citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered "at-will", and serve at the pleasure of the court. All court employees are required to adhere to a Code of Conduct which can be reviewed [here](#). A background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally pending successful completion of the investigation and receipt of a favorable suitability determination. Investigative updates are required every five years. Court employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit. If hired at a lower level, promotion to a higher level, budget allowing and when determined qualified, could occur without further competition.

**Application Process:** To apply for this position, please submit: (1) a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties; (2) a chronological resume; (3) a list of three professional references including contact information; and, (4) an Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found [here](#).

The documents can be emailed, in one pdf, to [okndhr@oknd.uscourts.gov](mailto:okndhr@oknd.uscourts.gov) or mailed to U. S. District Court, Northern District of Oklahoma, Attention: Human Resources Office, Page Belcher Federal Building, 333 W. 4th Street, Suite 411, Tulsa, OK 74103. Questions can be directed to 918-699-4841.

**General Information:** Incomplete application packets will be automatically disqualified from consideration. Only applicants selected for an interview will be contacted. If selected for an interview, any related expenses will not be reimbursed. The Court reserves the right to modify the conditions of this vacancy announcement or withdraw it without written or other notice.

**The United States District Court is an Equal Opportunity Employer.**