



**United States Bankruptcy Court
District of New Jersey**

VACANCY ANNOUNCEMENT

Position: Systems Administrator
Location: Newark, NJ
Opening Date: August 28, 2020
Closing Date: Open until filled
Salary: CL 26/28 (\$53,847 - \$115,275) education/degree and qualifications

Description of Duties:

The Systems Administrator builds and maintains the court's Microsoft servers, including the Active Directory domain controllers, file servers, and print servers for a mixed computing environment of Windows and Apple mobile devices. The work involves performing routine administration on these platforms and implementing complex updates, including security patches. The Systems Administrator develops systems documentation, troubleshoots service failures, and participates in intense investigations to determine the root cause of failures and develop corrective actions. Duties also include user support and collaborating with supervisors, executives, and judges locally, as well as interacting with support personnel within and outside of the federal judiciary. Must be able to periodically work during non-business hours including weekends. Occasional travel to district offices or to training centers and seminars and ability to telework from home or alternate work location, and work during event of inclement weather or emergency office closure. The Systems Administrator reports to the Systems Supervisor.

Summary of Job Duties and Responsibilities:

- Remotely support, optimize, and administer systems across multiple datacenters, including a multi-tenant cloud environment, with LAN/WAN and VPN connectivity.
- Manage virtual desktops using VMware Horizon 7, including managing pools, building golden images, deploying recomposes, etc.
- Administer Windows Failover Clusters.
- Design, implement, and administer Microsoft Active Directory, Group Policy, Certificate Services, and administer a Distributed File System (DFS), along with administer print and utility servers.
- Analyze the architecture and security groups of existing Active Directory environments; design and implement simplified and efficient replacements.
- Design, plan, and implement the migration of on-premise systems to the cloud.
- Transition and interconnect local systems to national systems, such as National Active Directory (multi-forest transitive trusts).
- Manage backup systems which include Veeam, Network Attached Storage (NAS), and Storage Area Networks (SAN) and enhance continuity and disaster recovery plans.
- Install and configure data center hardware with consideration for security, remote management, high uptime and data availability, climate control, energy efficiency, and backup power options.
- Troubleshoot systems/network issues, analyze and identify root causes, and implement corrective actions, troubleshoot and optimize performance of multi-Site WAN and VPN connections.
- Perform preventive maintenance including scheduled upgrades, error log reviews, and integrity checks.
- Assist with supporting end users' devices, network upgrades, security evaluations and implement security upgrades when required.

- Develop automated alerts with Splunk and provide help desk support when onsite assistance is required.
- Research and make technical recommendations, including anticipation of future requirements and problems.
- Analyze and research procurement needs relating to the purchase of new hardware and dependent accessories including software, licenses, and backup systems. Contact vendors for procurement and support assistance and document procedures and processes.

Mandatory Qualifications:

Proficiency in server management. Windows cluster management (hardware and software), Virtualization (VMware Horizon), Deploying centralized updates using KACE, Active Directory with multiple sites, domains, forests and NT File System Security, Domain Name System (DNS)/Dynamic Host Configuration Protocol (DHCP)/Network Time Protocol (NTP), Certificates – Enterprise Private Certificate Authority Certificates and Veeam. Experience with centralized workstation management, Creating and deploying group policy objects (GPOs), Creating and managing roaming profiles, with tools such as VMware Dynamic Environment Manager (DEM), PowerShell scripting, Managing remote devices and devices connected over a VPN, Microsoft Deployment Toolkit (MDT), Knowledge of networking, WAN, Wi-Fi, voice over IP, Microsoft Office, Adobe Acrobat, Firefox, Chrome and Edge browsers. Skill in writing technical documentation. Excellent analytical abilities and the drive to identify the root cause of technical problems. Experience collaborating with others and working within a unified team. Strong organizational skills, including the ability to manage multiple projects and work with management to prioritize work.

Preferred Qualifications:

A current Microsoft certification in an applicable technical discipline.

A Bachelor of Science Degree in IT Support or Computer Science, or equivalent is preferred.

Related experience in a court, government agency, or equivalent environment.

Qualification:

To qualify for the position, a candidate must have a minimum of two years of specialized experience, including at least one year equivalent to work at the CL-26 level to qualify for CL-27 and at least one year equivalent to work at the CL-27 level to qualify for CL-28.

Specialized Experience:

Progressively responsible experience designing, implementing or maintaining computer systems and include a comprehensive knowledge of computer systems administration principles, practices, methods and techniques.

How to Apply:

To apply for this position, qualified applicants should submit a resume along with a cover letter addressing qualifications and relevant experience to the following recruitment email address:

jobs@njb.uscourts.gov

All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

Notice to Applicants:

Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check, including fingerprinting, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

Applicant must be a United States Citizen or eligible to work in the United States.

Employment Benefits:

Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long-term care insurance.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employees' contribution).

The United States Bankruptcy Court is an **Equal Opportunity Employer**