



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

POSITION TITLE:	Network Administrator II
ANNOUNCEMENT:	14-14
DUTY STATION:	Dallas or Arlington, Texas
OPEN DATE:	April 11, 2014
CLOSING DATE:	May 9, 2014
STARTING SALARY:	\$49,009 to \$79,707 (CL 27) Table 56

DISTRICT SUMMARY

This district is one of the largest geographic areas in the United States. We serve a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexican border. Our headquarters office is located in downtown Dallas in the Earle Cabell Federal Building. We also have offices located in the federal courthouses in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock and Amarillo. In the Dallas/Fort Worth metroplex area we have one additional office in Arlington, TX.

POSITION OVERVIEW

The Network Administrator II position will be responsible for supporting server systems, a data center environment, network communication equipment, and all supporting software. The incumbent will be required to travel occasionally to other divisional offices, or other destinations for work related reasons; travel may require overnight stays. The incumbent must have the ability and availability to work during evening hours as needed. The incumbent must have access to a car for travel when a government car isn't available, and be legally authorized to drive a motorized vehicle. This position will report to the Director of Information Technology.

Job responsibilities include, but are not limited to:

- Quickly analyzing and resolving problems associated with server hardware, operating systems, and data communications equipment
- Configuring, installing, upgrading, maintaining; optimizing, and troubleshooting Microsoft Windows servers, Active Directory, Group Policy Management; domain trusts, LDAP, DNS, DHCP, user rights and permissions
- Providing enterprise support for Microsoft Windows 2003/2008 operating systems
- Configuring and deploying wireless networking solutions
- Performing system backups and restores
- Providing support to the networking team and to all end-users within the organization
- Providing desktop support for Windows 7, Windows XP, Mac, and peripherals

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CLASSIFICATION REQUIREMENTS

The Network Administrator II position is part of the Professional Administrative occupation group. Professional administrative work involves analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. It requires the application of theoretical and practical knowledge of a particular administrative or technical field acquired through education and/or experience.

To qualify for a CL 27 position, the incumbent must have two years of specialized experience, including three years of general experience or completion of a bachelor's degree from an accredited college or university.

General experience is defined as progressively responsible experience that provides evidence that the applicant has:

- a good understanding of the methods and administrative machinery for accomplishing the work of an organization;
- the ability to analyze problems and assess the practical implications of alternate solutions;
- the ability to communicate with others, orally and in writing; and the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized experience is defined as progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

MINIMUM POSITION REQUIREMENTS

- Must have at least one of the following certifications: MCSA Server, MCTS Server, MCP Server 2003/2008, Network +
- Have one year experience and strong working knowledge of configuring, installing, upgrading, maintaining; optimizing, and troubleshooting Microsoft Windows Server 2003 or 2008 R2, Active Directory, Group Policy management; domain trusts, LDAP, DNS, and DHCP, rights and permissions; experience with IP addressing and sub netting, wireless networking configuration and the use of WPA
- Have two years of experience providing desktop support for Windows 7, Windows XP, Mac, peripherals; and imaging end-user devices
- Strong technical ability and troubleshooting skills
- Ability to work well under pressure
- Must have strong personal drive and be willing to learn and grow
- Have a high degree of demonstrated professionalism, positive attitude, and strong work ethic
- Ability to excel in a fast-paced environment
- Ability to organize and prioritize work, work independently with little or no supervision, and exercise discretion
- Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds
- Ability to be innovative and creative to contribute to a positive work environment

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PREFERRED QUALIFICATIONS

- A four year degree
- One year experience with LAN networking support including VLAN and switch configuration
- One year experience providing support for virtualized desktops

BENEFITS

Employees of the U.S. Probation and Pretrial Services Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance; optional long term care coverage and long term disability coverage, optional vision insurance and dental insurance, annual and sick leave, a pre-tax reimbursement program; federal holidays, and mandatory Electronic Funds Transfer for payment of net pay. If located in the downtown Dallas location, this position will receive an assigned space in the employee parking garage or, budget allowing, an agency sponsored commuter pass.

HOW TO APPLY

Applicants who meet the classification and minimum position requirements should submit a resume (two page limit) of their professional experience and educational background along with a cover letter (two page limit).

**United States Probation
Human Resources - #P14-14 (Network Administrator II)
Attn: Human Resources Manager
E-mail: human_resources@txnp.uscourts.gov**

We appreciate your interest in employment with our district; we will acknowledge receipt of your resume via an automated email reply.

Applicants who meet all minimum requirements will receive instructions on how to complete and submit an application packet. There is no need to submit an application with your resume packet.

DISCLOSURES

- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees
- U.S. Probation reserves the right to re-advertise or extend the screening process for this position
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute
- Candidates may be subjected to a skills assessment
- The final candidate will be subject to a record check with law enforcement agencies and credit bureaus
- Positions designated as high-sensitive are subject to an additional background investigation
- All non-law enforcement employment with U.S. Probation is considered at-will which means that employment may be terminated at any time by either the employer or employee, with or without cause

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