



# CAREER OPPORTUNITY

## UNITED STATES PROBATION OFFICE

### Texas Northern

<b>POSITION TITLE:</b>	Network Technician <b>(Contract 1 year and 1 day)</b>
<b>ANNOUNCEMENT #:</b>	15-10
<b>LOCATION:</b>	Dallas, Texas
<b>OPEN DATE:</b>	July 20, 2015
<b>CLOSING DATE:</b>	Until Filled <b>First consideration will be given to applications received by August 4, 2015.</b>
<b>STARTING SALARY:</b>	\$49,506 - \$80,494 (CL-27)

#### POSITION OVERVIEW

The United States Probation & Pretrial Services Office in the Northern District of Texas has an opening for a Network Administrator. The Network Administrator will serve as the resident expert on configuring network components and associated services. The applicant must demonstrate knowledge of several areas including configuration of network switches and routers and Windows 2008 R2 Server administration (including Microsoft AD, GPO, DNS, DHCP, etc.). The applicant should be able to communicate and work with a group, and will be deeply involved in the design of computer systems, applications, and user interfaces for both the Northern and Eastern Districts of Texas. This position will report to the Information Technology Supervisor.

Job responsibilities include, but are not limited to:

- Conduct site surveys, design cable plans and network configurations according to industry standards, and provide oversight, inspection, and evaluation of contractor installations
- Coordinate all DCN installations for U.S. Probation including all WAN expansion projects
- Installation and configuration of network printers, routers, switches, etc.
- Administration of Microsoft systems including Windows 2008 Server, SQL Server, and IIS in a heterogeneous environment, including installation of patches, performing backups, monitoring audit logs and error files
- Provide assistance and support for all virtualized servers and desktops
- Analyze and resolve problems associated with server hardware and software
- Work with IT staff to define requirements and standards; develop and implement plans for deploying new services
- Assist in project planning, design, and implementation of new services and applications
- Participate in the development and improvement of monitoring systems

The incumbent will be required to lift and move moderately heavy items, such as computer equipment. Work during non-business hours and weekends may be required. Overnight travel to divisional offices, other locations, and to attend meetings may be required.

#### MINIMUM POSITION REQUIREMENTS

- A minimum of three years of experience as a network administrator or network technician
- Bachelor's degree, with a technical major, such as engineering or computer science is preferred
- MCSA or MCSE, Network+, Cisco or other network-related certification preferred

- Experience providing support with Microsoft Windows Server 2008 R2 or later, GPO management, Active Directory, DNS, DHCP, and Microsoft WSUS including installation, configuration, troubleshooting, and administration.
- Experience in SAN management, preferably NetApp, including configuration, troubleshooting, and administration.
- Knowledge of Windows-based PC workstation operations, network installation, memory management and security.
- Experience in supporting a virtualized environment (preferably Citrix (XenServer, XenApp, or XenDesktop) including, installation, configuration, troubleshooting, and administration.
- Experience in LAN/WAN and Wi-Fi administration, troubleshooting, operation and maintenance of routers, switches, and telecommunications lines. Knowledge of Cisco switches a plus.
- Knowledge of theory and practical application of common data communications and network standards and protocols, including TCP/IP, IPX/SPX, etc.
- Knowledge of Internet systems including firewall technology, SMTP, DNS, and DHCP. Skill in overseeing, evaluating, and testing contractor-supplied installations and services.
- Experience in planning designing, installing, and managing complex, multi-protocol, building-wide and/or campus LANs.

#### **ADDITIONAL REQUIREMENTS**

The incumbent must have the ability and availability to travel to other divisional offices or other destinations for work related reasons, and stay overnight as needed. The incumbent must have the ability and availability to work nights and weekends. The incumbent must be legally authorized to drive a motor vehicle and must have access to a car for travel when a government car is not available.

To qualify for this position the applicant must have demonstrated the ability to:

- Organize and prioritize work, work independently with little or no supervision, and exercise discretion
- Interact and communicate effectively (orally and in writing) with people
- Be innovative and creative, consistently providing high quality service while contributing to a positive work environment

#### **HOW TO APPLY**

Applicants who meet the requirements outlined in the position announcement will be required to upload the following documents to the Employment Application System (link provided below), and answer the pre-screening questions.

- Cover letter (two page limit)
- Resume (two page limit) citing professional experience and educational background.
- Two most recent performance evaluations
- A completed application (AO-78)
- References (AO-78 Supplement A)
- Official transcripts

All documents, with the exception of transcripts, must be submitted via the online Employment Application System using the following link:

<https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=yv7gpw3b&pos=15-1010>

*Note: This link is unique for this position opening only.*

Application packets submitted via fax, email, or the U.S. Postal service will not be considered for this position.

#### **TRANSCRIPTS**

Because only **official** transcripts will be accepted, transcripts are submitted separately. Official transcripts must be submitted by:

- A link sent to [hr@txnp.uscourts.gov](mailto:hr@txnp.uscourts.gov) from your university or college, or
- Regular mail or overnight courier to:

**U.S. Probation & Pretrial Services  
Human Resources Department  
1100 Commerce Street, Room 1329  
Dallas, TX 75242**

Additional information about employment within U.S. Probation & Pretrial Services, and blank application and references forms are found at:

<http://www.txnp.uscourts.gov/content/careers-within-us-probationpretrial-services>