



CAREER OPPORTUNITY

UNITED STATES PROBATION OFFICE

Texas Northern

POSITION TITLE: Systems Administrator

ANNOUNCEMENT #: 18-27

DUTY STATION: Dallas, TX

OPEN DATE: 09/20/2018

CLOSING DATE: 10/12/2018

STARTING SALARY: CL-27
\$52,359 - \$85,158

Multiple positions may be filled from this posting.

DISTRICT MISSION STATEMENT

We value each individual and their potential to change. As effective agents of that change, we provide excellent service to our clients and the courts, creating a safer community through the fair administration of justice. Our guiding principles are: Dedication, Empowerment, Idealism, and Integrity.

DISTRICT SUMMARY

The Northern District of Texas is a learning organization which encourages all staff to use their strengths to explore opportunities for meaningful personal, professional, and organizational growth. We expect and support team members to continue developing throughout their careers. We recognize that individuals have varying talents and passions, and we seek to match roles, responsibilities, and opportunities to individual strengths, while meeting the mission of the organization. We believe that leadership is a shared responsibility of all team members and we expect staff at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

This district is geographically one of the largest 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 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 (DFW) Metroplex area, we have one additional office located in Arlington, TX.

POSITION OVERVIEW

The Systems Administrator works as a member of the IT Department and is primarily responsible for supporting the stable operation of corporate network applications and virtual desktop environment. The incumbent works with technical and non-technical individuals in supporting desktop systems, servers, network equipment and applications. Extensive knowledge in the following areas is required:



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Job responsibilities include, but are not limited to:

- Manage Microsoft technologies such as Active Directory Domain Services, DNS, DHCP, DFS and Group Policy
- Manage VMware virtualization environment and its associated components including vSphere, vCenter, Horizon and ESXi
- Patch and update drivers and firmware for datacenter servers such as Dell PowerEdge and/or Cisco UCS
- Manage Active Directory on a Windows Server 2008R2/2012 platform. Administer and maintain network end-user accounts, permissions, access rights and group policy management
- Plan, design, deploy, maintain and support the court's local area networks (LANs), wide area networks (WANs) and virtual LANs (VLANs), including routers, switches, wiring and other hardware assigned
- Administer and manage server and network security solutions, including firewalls, host intrusion systems and log management. Maintain court's compliance with AO mandated security score card
- Create and maintain systems documentation
- Work closely with information technology professionals at the AO and counterparts in other districts to exchange information on new developments and refinements
- Serve as project manager for a variety of IT initiatives
- Perform other duties as assigned

DAILY OPERATIONS:

- Install, upgrade, and maintain server software, applications, and patching
- Maintain storage snapshots and consolidation ensuring network drives are optimized
- Account Management in Active Directory
- Maintain backup systems and scheduling
- Diagnose, resolve and document hardware/software problems in a timely and accurate manner
- Investigate, recommend and install enhancements and operating procedures that optimize availability
- Administration of SharePoint sites, uploading content, archiving and maintenance
- Microsoft SharePoint Administration
- Microsoft Office 365 Management

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MINIMUM POSITION REQUIREMENTS

To qualify for this position the applicant must have:

- Understanding of Layer-2, Layer-3, VLAN, and QOS
- PowerShell Scripting
- Knowledge of Microsoft SQL 2012, 2014, 2016
- Familiarity/Experience with iSCSI storage systems such as NetApp or EMC
- Microsoft Windows operating systems for servers (Windows 2008R2 and above) and desktops (Windows 7 and 10)
- Extensive knowledge building VMware desktop environments
- Microsoft Windows Active Directory with server administration (including Group Policy)
- Virtualization hosting software (VMWare preferred)
- SAN storage systems both hardware and software defined
- Backup Systems On Premise/Cloud
- Competency in Microsoft Office Products
- Thorough understanding of WAN and LAN network devices including wireless technologies
- Must be self-motivated, independent and detail-oriented as well as demonstrate excellent verbal and written communication skills
- Ability to maintain confidentiality, demonstrate sound judgment and handle sensitive material is essential
- Demonstrated ability to exhibit the quality of judgment and temperament required of an employee of the judiciary, as indicated by integrity, trustworthiness and character
- Must provide excellent customer service

COMMUNICATION

- Ability to communicate technical information and provide technical training to non-technical personnel and/or end users, install, configure and maintain personal computers, networks and related hardware and software, identify and resolve computer system malfunctions and operational problems, and learn and support new systems and applications
- Skill in organizing resources and establishing priorities. Must be flexible and able to handle multiple priorities, with the ability to adjust to rapidly changing business conditions
- Must have excellent logical and analytical skills

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PREFERRED QUALIFICATIONS:

- Experience with virtual desktop infrastructure (VDI) such as VMware Horizon
- Experience with patch management systems such as Dell or Quest KACE
- Bachelor's degree in Information Technology or related field or equivalent experience
- Progressively responsible experience designing, implementing and maintaining computer systems
- Microsoft SharePoint Designer
- VMware VCA/VCP certification

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.

HOW TO APPLY

Applicants who meet the minimum position requirements should submit a resume (two-page limit) of their professional experience and educational background, along with a cover letter (one-page limit) explaining why you want to work for Texas Northern. Qualified applicants should upload their documents using our HR Employment Application System located at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=yv7gpw3b&pos=18-27>

Note: This system will not let you continue without uploading all documents.

Unofficial transcripts may be uploaded via the link above. However, if not already on file with TXN Probation & Pretrial Services, **official transcripts** must be submitted by:

- A link sent to HR@txnp.uscourts.gov from your university or college, or
- Regular mail or overnight courier to

**U.S. Probation - HR Department
1100 Commerce Street, Room 1329
Dallas, TX 75242**

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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 modify the conditions of this job announcement, extend the screening process, withdraw or re-advertise the announcement; or fill the position sooner than the closing date without prior notice.
- U.S. Probation reserves the right to fill multiple positions from this announcement.
- Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations and statute.
- The final candidate(s) may be subject to a record check with law enforcement agencies and credit bureaus.
- 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.
- Positions designated as highly sensitive are subject to an additional background investigation
- This position may be extended, without further advertisement, after the one-year and one-day term at the sole discretion of the Chief.

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