

**United States Bankruptcy Court
Northern District of Illinois
Vacancy Announcement**



Position: Senior Network Administrator

Salary: CL 28 \$62,305 - \$101,292
(Commensurate with Qualifications and
Duty Station)

Posting Date: June 15, 2016

Closing Date: Open until filled. (Preference will be given to applications
received by June, 29 2016)

Posting Number: 16-06

Join the United States Bankruptcy Court's team of energetic, career minded professionals! The United States Bankruptcy Court for the Northern District of Illinois is accepting applications for a full-time Senior Network Administrator. The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal, automation, analytical and proofreading skills with a strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement.

Position Overview: This full-time position is located in the Chicago division of the Clerk's Office of the United States Bankruptcy Court, Northern District of Illinois, and reports to the Director of Information Technology. The Senior Network Administrator provides primary design recommendations, implementation, and initial support for all Court technology initiatives. The incumbent shares in the responsibility for the management of enterprise hardware and software, network infrastructure, and for the coordination and integration of all data processing, office automation, and data communication resources within the Court. The incumbent also shares primary responsibility for the day-to-day administration of nationally supported and local applications, Lotus Notes, local websites (including minor coding), CM/ECF or other major systems function, and their direct applications.

The Senior Network Administrator may be required to travel to other Court locations on an as-needed basis, and may also be required to provide after-hours support, both remotely and onsite. This position is also eligible for teleworking at the discretion of Management.

About the Court: The United States Bankruptcy Court for the Northern District of Illinois is located in Chicago, Illinois, with a divisional office in Rockford, Illinois. The Court has ten judges in Chicago and one judge in Rockford. The Court is one of the busiest

bankruptcy courts in the United States with over 47,000 cases filed in 2015.

Minimum Qualifications:

- Two (2) or more years of network administration experience with demonstrated ability to implement, operate, and document data automation system(s) when system analysis, system(s) integration, and consideration of hardware and software are required. This experience must include primary responsibility with design, implementation, or support of an enterprise level network infrastructure.
- Three (3) or more years of experience with the design, installation, maintenance, and support of a virtualization environment.
- Three (3) or more years of experience with the installation, configuration, maintenance, and support of common Linux distributions.
- Three (3) or more years of experience with the installation, configuration, maintenance, and support of Windows operating systems, including Windows 7 and Windows Server 2008 R2.
- Five (5) or more years of experience with supporting the general computing needs of a multidisciplinary staff, including both hardware and software support.

The successful candidate must: be detailed-oriented and highly organized with strong project management skills; be dependable and have the ability to work independently; be a problem solver who is results oriented; possess skill in advising non-automation personnel in automation techniques and processes; hold him/herself accountable to high professional standards of performance and conduct.

Preferred Qualifications:

Bachelor of Science or Bachelor of Arts Degree in Computer Science, Information Systems or related discipline preferred. Network operating systems experience with Microsoft Windows Active Directory, multi-vendor SQL databases, and Macintosh systems. Excellent computer skills including the use of WordPerfect, Microsoft Office, Adobe Acrobat, and basic scripting skills in Visual Basic or PowerShell, are desirable.

Employee Benefits: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered AT-WILL and can be terminated with or without cause by the court. While court employees are not covered by federal civil service classifications or regulations, they are, however, entitled to the same benefits as other federal employees. These benefits include: 13 days paid vacation for the first three (3) years of employment, 20 days after three (3) years, 26 days after 15 years; 13 days paid sick leave per year; 10 paid holidays per year; choice of medical, dental and vision coverage from a wide variety of plans; life insurance options; Federal Employees Retirement System; immediate participation in the Thrift Savings Plan (401K plan); optional participation in the Judiciary's Long Term Care Insurance Program; optional

participation in the Judiciary's Flexible Spending Program; Commuter Benefit Program (dependent on fiscal year funding); Continuing Education Assistance Program (dependent on fiscal year funding).

Notice to Applicants: The final candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

Direct deposit is required for employee salary compensation. Applicants must be United States citizens or eligible to work in the United States. The Court is a smoke free environment.

How to Apply: In order to be considered for this position, go to <https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=ba21c8dc&pos=16-06>

complete all questions and attach **in PDF format** your cover letter, resume, references and the Judicial Branch Federal Employment Application (AO 78).

Applications for Judicial Branch Federal Employment (AO78) may be obtained from the Court's website at:

https://tdi.ilnb.uscourts.gov/wwwroot/Employment/application_for_employment.pdf

Note to ILNB applicants only: Please complete all questions and attach your cover letter and resume **in pdf format**.

Incomplete application materials will not be accepted. No facsimiles will be accepted.

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense or be interviewed via telephone and/or video conference.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.