

**United States District Court  
District of Kansas  
Vacancy Announcement # A11-8**

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**Position: Network Administrator II**  
**Position Type: Full-time Permanent**  
**Announcement: A11-8**  
**Location: Topeka or Kansas City, Kansas**  
**Issue Date: September 30, 2011**  
**Closing Date: open until filled**

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**Classification Level/Salary Range**

CL 26/1 - CL 26/25 (\$41,786 - \$52,252) \*

CL 27/1 - CL 27/25 (\$45,928 - \$57,408 ) \*

\*commensurate with experience and education; advanced placement up to 26/61 (\$67,951) or 27/61 (\$74,628) is possible dependent upon specialized criteria.

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**Position Overview**

Network Administrators coordinate and oversee the judiciary's information technology networks. The major representative duties of the position are:

- Coordinate and link computer systems within an organization to increase compatibility and share information. Determine computer software or hardware needed to set up or alter systems. Train users to work with computer systems and programs. Diagnose hardware and custom off-the-shelf software problems, and replace defective components. Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations. Recommend changes to improve systems and configuration, as well as determine hardware or software requirements related to such changes. Maintain network security.
- Develop and implement short-term and long-range automation improvement plans for the court, ensuring that the changes can be implemented with minimal disruption at the court site.
- Protect data integrity. This includes performing data backups, planning for disaster recovery operations and testing including network performance, security, anti-virus, intrusion, web usage/monitoring, design and acquisition of servers. Produce useful system documentation, and perform system startup and shutdown procedures.
- Monitor and maintain the data communication network. Monitor and maintain the network servers that run the day to day operations of the Court. Administer Active Directory and the Enterprise Email system.

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## Qualification Requirements

**Mandatory:** Applicants must be U.S. Citizens or eligible to work for the United States government. Employment is subject to a favorable outcome of a background investigation.

To qualify for the position at grade CL 26, candidates must have a high school diploma or equivalent and one year of specialized experience\*, or completion of the requirements for a bachelor's degree from an accredited college or university.

To qualify for the position at grade CL 27, candidates must have a high school diploma or equivalent, and two years of specialized experience\*, or completion of the requirements for a bachelor's degree from an accredited college or university and superior academic achievements\*\*, or completion of one academic year (18 semester or 27 quarter hours) of graduate work in a field of study closely related to the position.

\* Specialized experience is defined as progressively responsible experience designing, implementing, or maintaining computer systems that included the completion of computer project assignments involving system analysis, computer programming, system integration, and information technology project management.

\*\* Superior academic achievement is defined as one of the following:

1. An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
2. Standing in the upper third of the class.
3. "3.5" average or better in the major field of study.
4. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies.

The successful candidate must also demonstrate the ability to handle multiple projects and tasks at one time. Additionally, he/she must present a professional demeanor; possess strong office and organizational skills, possess excellent oral and written communication skills, and must be able to work in a team environment. The incumbent must have the ability to work with confidential and sensitive information, lift and move moderately heavy items and to travel to divisional offices as needed.

**Preferred:** Preference will be given to applicants who have a bachelor's degree in computer science, information systems, or related field of study. Technical certifications such as, MCSE, MCITP, MCP, CCNA, VCP, A+ and knowledge of Directory services including Novell eDirectory and Microsoft Active Directory are desired. Additional skills could include knowledge or experience with Cisco VoIP, networking, VMware and Lotus Notes.

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## Employee Benefits

1. 13 days paid vacation.
2. 13 days paid sick leave.
3. 10 paid holidays.

4. Choice of healthcare coverage, including dental & vision coverage.
  5. Life Insurance options.
  6. Participation in the Federal Employees Retirement System.
  7. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
  8. Participation in the Long Term Care Insurance plan.
  9. Participation in the Flexible Benefits Program.
  10. Free Parking.
  11. Free onsite fitness center.
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### **How to Apply**

To apply for this position, applicants must submit a cover letter which indicates salary requirements, resume and the completed Federal Judicial Branch Application for Employment to:  
[ksd\\_recruitment@ksd.uscourts.gov](mailto:ksd_recruitment@ksd.uscourts.gov) .

The Federal Judicial Branch Application for Employment can be found on our website under the “Employment” tab at: [www.ksd.uscourts.gov](http://www.ksd.uscourts.gov) .

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### **INFORMATION FOR APPLICANTS**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit) and a background check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States government. **THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**