



## Vacancy Announcement United States District Court Western District of Missouri

Position: Network/Systems Administrator  
Position Number: IT-07-0214  
Location: **Kansas City, Missouri**  
Starting Grade/Range: CL29 (\$66,093 - \$107,465)  
Opening Date: July 24, 2014  
Closing Date: August 21, 2014 @ 5 pm CST

### Overview of Position

The United States District Court for the Western District of Missouri is accepting applications from qualified candidates for a full-time Network/Systems Administrator position. This position is part of the consolidated Information Technology (IT) Department and will be located in Kansas City, Missouri. The Network/Systems Administrator position primarily is responsible for ensuring the availability of the network and server systems for the District and Bankruptcy Courts and the Probation and Pretrial Services Office.

This position reports directly to the IT Network Manager and performs, but is not limited to, the following duties:

- Plans and implements physical and virtual server, desktop system configuration design/updates, and makes certain that all court systems smoothly integrate with relevant judiciary and external systems.
- Maintaining, updating and configuring all IT infrastructure systems (Cisco UCS, Netapp SAN, Cisco network equipment).
- Assessing, testing, and deploying patches and updates to protect the security of virtual servers and desktops.
- Analyzing user needs and researching alternatives.
- Responding to help desk calls and emails while providing expert level elevated support. This support will routinely include resolving unusually tough problems that have been referred/escalated by peer.
- Performing Microsoft Active Directory administration including the creation and maintenance of Group Policy Objects; using Microsoft, Citrix and AppSense administration tools to control user environment.
- Maintains contact with other information technology court personnel at different locations and levels for the purpose of keeping abreast of developments, techniques, and user programs. Monitors day-to-day operations of the equipment and systems.
- On occasion testing, configuring, installing, troubleshooting and repairing end-user computing devices.

### Qualifications

The Court seeks an individual who possesses a "can do" attitude with excellent oral and written communications skills. The incumbent must possess the ability to effectively troubleshoot technical problems, manage multiple projects simultaneously, and have a broad understanding of various technologies and principles. The incumbent

will be expected to maintain a courteous and professional demeanor while working in challenging circumstances. The ideal candidate will have three or more years of network and/or systems administration experience in a virtualized server and desktop environment (VMWare, Citrix). The candidate will also possess experience and working knowledge of SANs (preferably Netapp) along with Windows Server Administration (Active Directory, Windows 7, group policy). Experience with Cisco network switch management and troubleshooting is preferred.

#### **Preferred Qualifications:**

Bachelor's degree in a computer-related field or equivalent experience that would substitute for a bachelor's degree. Microsoft, VMware and/or Cisco certifications.

#### **Benefits**

Employees of the United States Courts are entitled to benefits including leave program and periodic salary increases, 10 paid holidays each calendar year, insurance plans (Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability), Flexible Spending Accounts (Health-care and Dependent-Care reimbursement accounts), Retirement System and Thrift Savings Plan participation (with up to 5% employer matching contributions). This position is subject to mandatory electronic direct deposit of salary payment.

#### **Application Procedure**

For consideration, qualified applicants must apply by sending a PDF or Word file containing a cover letter, detailed resume, three business references and AO78 application form (see link below) by August 21, 2014 to:

Michele Nelson  
U.S. District Court  
Charles Evans Whittaker Courthouse  
400 East 9th Street, Room 1510  
Kansas City, MO 64106  
Email: [michele\\_nelson@mow.uscourts.gov](mailto:michele_nelson@mow.uscourts.gov)

AO78 Form Link: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

#### **Miscellaneous**

The successful candidate will be hired provisionally, pending the results of a FBI Background Investigation. The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify Michele Nelson in the Human Resources Department. The decision on granting reasonable accommodation will be made on a case by case basis.

Applicants must be United States citizens or eligible to work in the U.S. Travel for a personal interview and relocation expenses will not be reimbursed. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.