

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF IOWA**

CAREER OPPORTUNITY

Position: Network Administrator II (one year and a day appointment)
Location: Des Moines, Iowa
Closing date: May 28, 2012
Starting Salary Range: \$45,928 (CL-27/01) To \$57,408 (CL-27/25) Annual Salary

This position offers a great opportunity to build one's resume. The incumbent will have the opportunity to design and build a new OES 11 network under the direction of the IT Director. The incumbent will work in a Novell OES, MAC OS X, Enterasys and Windows 7 environment and will have responsibility for the LAN and WAN.

This position is a temporary position, however, the incumbent will be eligible to receive the Federal Benefits listed later in this announcement.

Summary of Representative Duties

- Coordinate and link computer systems within an organization to increase compatibility and share information. Determine computer software and 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.
- Perform data backups. Plan 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, and maintain control records.
- Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems.
- Plan, coordinate, implement, and test network security measures in order to protect data, software, and hardware.

- Design, configure, and implement computer hardware and operating system software. Develop standard guidelines to guide the use and acquisition of software and to protect vulnerable information.
- Perform other duties as assigned.
- To see the U.S. Court's Benchmark Job Description for this position please visit the Court's website at <http://www.iasb.uscourts.gov> and select Court Info, then select Employment Opportunities.

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Qualification Requirements

The successful candidates must possess the following:

- Consistent, high quality past job experience/performance
- An attendance record that indicates reliability and commitment
- Excellent verbal and written communication skills
- Ability to organize, plan, solve problems and work independently and with a team
- Ability to work under pressure and to learn diverse procedures
- Attention to details
- Ability to exercise mature judgment
- Ability to work cooperatively with others, including judicial officers, the public and colleagues

Qualification Standards

Applicant must possess a bachelor's degree from an accredited college or university, plus at least three years of progressively responsible network experience in an IT office environment.

Employee Benefits

- Paid annual and sick leave
- Ten (10) paid holidays
- Retirement benefits under the Federal Employees Retirement System
- Optional participation in the Federal Employees' Health Benefits Program, the Federal Employees' Vision and Dental Insurance Program and the Federal Employees' Group Life Insurance Program
- Optional participation in the pre-tax flexible spending accounts program
- Optional participation in the Thrift Savings Plan (tax deferred retirement savings plan)
- Optional participation in the Judiciary's Long Term Care Insurance program
- Paid parking (dependent on fiscal year funding)

Additional Information

- Applicant must be a citizen of the United States or be authorized to work in the United States.
- Employees of the United States Bankruptcy Court are “At Will” employees and can be terminated with or without cause by the Court. Employees must adhere to a Code of Conduct for Judicial Employees.
- Selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.
- Selected candidates will be subject to a 90-day probationary period.
- The Court will not reimburse candidates for travel in connection with interview or pay for any relocation expenses.
- Payment of net salary is subject to mandatory electronic fund transfer (direct deposit) to a financial institution.

Procedure for Applying

Please submit a detailed cover letter which clearly demonstrates why you are the best person for this position, resume, and 3 references to:

Mary_Weibel@iasb.uscourts.gov (Please include job code 12-01 in the subject line.)

To ensure consideration, please submit these materials by May 28, 2012. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.

For more information about the Southern District of Iowa U.S. Bankruptcy Court and this career opportunity, please visit the Court’s website at <http://www.iasb.uscourts.gov>