

**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF TENNESSEE  
OFFICE OF THE CLERK OF COURT**

**POSITION ANNOUNCEMENT**

**POSITION:** Systems Administrator  
**ANNOUNCEMENT NO.:** 15/01  
**DUTY LOCATION:** Nashville, Tennessee  
**CLASSIFICATION LEVEL:** CL 27 Step 1 (\$46,835) to CL 28 Step 61 (\$91,275), depending on experience and qualifications  
**START DATE:** Position available immediately  
**OPEN PERIOD:** The position is open until filled with first preference given to resumes received by Monday, March 30, 2015

**POSITION OVERVIEW:**

This position is located in the Clerk's Office. The Systems Administrator coordinates and oversees the court unit's information technology servers. The Systems Administrator performs routine administration to the servers and implements complex updates, including developing systems documentation and data network security. The incumbent performs server troubleshooting and triage during service failure scenarios and participates in intense investigations to determine the root cause and develop corrective actions. The incumbent ensures effective and efficient server maintenance and operations workflow. Duties include collaborating with supervisors, managers, executives, and judges.

**REPRESENTATIVE DUTIES:**

- Provide technical expertise as a team member in the development and operational support of the court's systems and services.
- Design, test, and deploy new or enhanced servers including resident software services.
- Perform server troubleshooting and triage during service failure scenarios and participate in detailed investigations to determine root cause and corrective actions.
- Support the court's current LAN/WAN network environment and integration into future unified communications networking systems.
- Ensure effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments.
- Provide hardware and software support for Windows Server, Windows Client, VMWare, HyperV, and Linux operating system environments.
- Provide troubleshooting support for the court's case management system, locally developed ECF and e-Filing systems, Active Directory, IIS, Informix, Exchange and SQL Servers, and other court-developed software applications and services.
- Responsible for the creation, maintenance, and enhancement of data backup and recovery procedures and practices.
- Conduct comprehensive data security assessments and provide for network security through hardware and/or software solutions.
- Analyze and research procurement needs relating to the purchase of new server hardware and dependent accessories including software utilities and backup tapes.
- Create and maintain systems documentation.
- Perform helpdesk related duties and provide on-call support.
- Perform other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

General Experience: Progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of a Systems Administrator; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems. (Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.)

Specialized Experience: A minimum of two years of progressively responsible experience designing, implementing or maintaining computer systems that includes the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management. Preference will be given to those having specific experience with Microsoft Windows Active Directory, Microsoft Group Policy, virtualization technologies, multi-vendor SQL databases and Linux, standards-based LAN and WAN architecture and common network protocols such as Ethernet, VOIP, VPN, wireless, Internet and TCP/IP. Experience supporting and troubleshooting audio visual equipment including video conference, microphones, speakers and displays. Experience training individuals and classes on computer related software.

Other Requirements: Skill in performing software and hardware installation and maintenance. Ability to troubleshoot complex hardware and software problems, gather and analyze information, and then recommend a course of action. Ability to communicate information accurately and in a timely manner to/from individuals within and outside the court. Attention to detail and the ability to meet strict deadlines required. Ability to interact with nontechnical system users in a professional and supportive manner, and the ability to effectively work in a team environment. Physical effort is required in lifting, moving, connecting and troubleshooting equipment. Strong preference for candidate with college degree in Computer Science or a related field and/or position related certifications.

**BENEFITS:**

This position is covered by the Court Personnel System. Benefits include:

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days for the first three years
- 20 days per year leave after the first three years and 26 days per year after 15 years
- Sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in Federal Employee Health Benefits, Life Insurance, Flexible Benefits programs
- Optional long-term care insurance and disability plans
- Credit for prior government service

**CONDITIONS OF EMPLOYMENT:**

- Employee must be a US citizen or eligible to work in the US
- Employees are required to adhere to the Code of Conduct for Judicial Employees a copy of which is available upon request.
- Employees of the US District Court are Excepted Service Appointments. Excepted Service Appointments are “at will” and can be terminated at any time with or without cause.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit
- Final candidate is subject to a background investigation.

**APPLICATION PROCESS:**

Interested applicants should submit one PDF document containing a cover letter explaining your interest in the position and a resume to [applications@tnmd.uscourts.gov](mailto:applications@tnmd.uscourts.gov) with the subject line “Systems Administrator.” The position is open until filled with first preference given to PDF documents received by Monday, March 30, 2015. Applications not complying with instructions will not be considered. All applicants selected for interviews will be subject to a skills assessment process.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to fill the position earlier than the closing date. The best qualified applicants will be invited for a personal interview. Travel and relocation expenses will not be reimbursed.

The U.S. District Court is an equal opportunity employer.