



*United States District Court  
District of Alaska  
222 W. 7<sup>th</sup> Avenue, Box 4, Rm 229  
Anchorage, Alaska 99513  
[www.akd.uscourts.gov](http://www.akd.uscourts.gov)*

**Position:** Network Administrator – Job # USDC 18-16 (Permanent, full-time)  
**Opening Date:** October 30, 2018  
**Closing Date:** November 20, 2018 or until filled  
**Starting Salary:** Up to CL- 28 / up to \$105,847 (salary commensurate with experience) [plus 3.74% COLA]  
**Location:** Anchorage, Alaska

#### **POSITION OVERVIEW**

The United States District Court for the District of Alaska is accepting applications for the position of Network Administrator located in Anchorage, Alaska. This position serves the U.S. District Court and the U.S. Probation Office for the district. The incumbent reports to the Director of Information Technology.

The Network Administrator performs professional level work and will be responsible for installing and maintaining the network and computer systems for the United States District Court, and United States Probation Office. This position performs both routine and complex network and systems duties, including developing standards, recommending network and/or systems infrastructure changes, and coordinating and implementing network security measures. The Network Administrator is responsible for high-level and long-term design and analysis of the court unit's network systems, mobile, and desktop solutions.

#### **REPRESENTATIVE DUTIES**

- Develop, secure, deploy, maintain, and support the court's local area networks (LANs), wide area networks (WANs) and virtual LANs (VLANs), including routers, firewalls, switches, wireless networks, wiring and other hardware as assigned.
- Develop, secure, deploy, maintain, and support standard solutions for mobile and desktop computer software and hardware.
- Analyze, develop, and implement short-term and long-range improvement plans for the court, ensuring that the changes can be implemented with minimal disruption at the court site.
- Plan for disaster recovery operations and testing, network performance monitoring, security, anti-virus, intrusion, patching, network usage/monitoring, design, and acquisition of networks.
- Present short and long-range network improvement plans for the court unit, ensuring proposed changes are implemented with minimal disruption. Develops justifications and project plans for upgrades and presents plans to the IT Director.
- Research current and future technologies and trends, and analyze options including commercial off-the-shelf software. Coordinate with officers and staff to ensure that development efforts are meeting the needs of the court.
- Recommends, installs, configures and provides technical support for complex administrative and operations-specific national applications, including developing new features.
- Assist the Systems Administrator in the design, testing, deployment, and support of the information technology servers.
- Analyze existing national information systems and design and develop local customizations. Act as the point of contact for AO IT network and workstation initiatives.
- Develop, maintain and ensure the accuracy and completeness of network related technical documentation. Help drive a consistent set of standards for equipment, configuration and operational procedures that extend IT throughout the court as an effective business partner.
- Perform other related duties or special projects, as assigned.

## QUALIFICATIONS

Completion of formalized computer training with degree or advanced certification.

Five years of *specialized experience*, including at least one year equivalent to work at the CL 27. Three years of functional experience must have included developing, securing, deploying, and maintaining networks as detailed in the Representative Duties and must have occurred in the last five years. Two years of functional experience must have included developing, securing, deploying, and maintaining mobile and desktop computer software and hardware with Windows 2007/10 in an enterprise computing environment.

Strong organizational skills, and proven ability to prioritize multiple demands, meet established deadlines, and fulfill commitments.

Ability to communicate effectively, both orally and in writing, with a wide variety of people, including but not limited to judges, court staff and others.

Attention to detail, and the ability to exercise common sense and good judgment in a fast-paced environment with rapidly shifting priorities.

## PREFERRED REQUIREMENTS

A master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in computer science, or other field closely related to the subject matter of the position.

Applicants with certification in one or more of the following: Security+, Network +, CISSP, CISA, CISM, CCNA, CCNE

Proven experience in all areas of Local and Wide-Area Network (LAN/WAN), Internet, and Wireless systems management and administration including system configuration, setup, troubleshooting, planning, designing, implementation, and user support.

Proven experience with network capacity planning, Active Directory, network security principles, and general network management best practices.

## BENEFITS

Full-time employees of the United States District Court are eligible for a full range of benefits to include paid vacation and sick leave, 10 paid holidays, and retirement benefits to include a defined contribution program and a 401(k) styled program called the Thrift Savings Plan (TSP), with a government match of up to 5%. Optional benefits include health and life insurance, disability insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

## HOW TO APPLY

Qualified candidates must submit a cover letter, resume, three professional references and [Application for Judicial Branch Federal Employment, form AO 78](#). The cover letter should be addressed to Ms. Lesley K. Allen, District Court Executive/Clerk of Court, and describe your experience in working with virtual server environments and managing windows servers. The resume should include the years of specialized experience including dates of employment, and salary history.

Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents to [HR@akd.uscourts.gov](mailto:HR@akd.uscourts.gov).

**Incomplete applications may not be considered.**

*The Court is not authorized to reimburse travel expenses for interviews. This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. Applicants must be a United States Citizen or permanently eligible to work in the United States. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.*

The United States District Court for the District of Alaska is an Equal Opportunity Employer