



United States Bankruptcy Court  
District of Minnesota

Vacancy Announcement #2022-03

- Position:** Network Administrator – Full Time
- Salary Range:** CL 27 (\$57,202 - \$92,967) Two years of specialized experience or completion of the requirements for a bachelor's degree (see the Education and Experience section for more information). Promotion potential to CL 28 after one year.
- CL 28 (\$68,541 - \$111,459) Four years of specialized experience or completion of a master's degree (see the Education and Experience section for more information).
- Location:** Minneapolis, Minnesota
- Telework:** May be eligible to telework up to three days per week, based on the court's telework policy and the needs of the office.
- Closing Date:** Open until filled. Preference will be given to applications received on or before October 21, 2022.

The U.S. Bankruptcy Court for the District of Minnesota seeks an experienced Network Administrator. The location will be in Minneapolis with regular travel to St. Paul. Occasional travel to the Duluth and Fergus Falls offices is also required.

**Position Overview:**

The Network Administrator coordinates and oversees the judiciary's information technology (IT) networks and provides day-to-day operational support for Microsoft, Cisco, and VMware based IT infrastructure. Primary administrator of court Windows servers, Active Directory, and Domain Services. The incumbent performs routine network administration as well as more complex network administration duties and provides quality customer service and systems support services.

**Representative Duties:**

- Perform network security and user access maintenance including user setup and deletions, enterprise directory maintenance, network rights and permissions, group policy development and administration, installation and maintenance of endpoint protection software, patch management, physical security, support of intrusion detection mechanisms and firewalls, network security monitoring and

remediation, web filtering, and VPN support.

- Install, configure, and monitor Windows servers (physical and virtual VMware), Cisco networking equipment, and uninterruptable power supply (UPS) units.
- Design, implement, and support data communications systems consisting of wide (WAN) and local area networks (LAN), physical network servers, storage area network (SAN) hardware and software, IP networking equipment (routers, core and access data switches, wireless controllers and access points, etc.), transmission media, network protocols, and network operating systems.
- Administer and support Active Directory, DFS replication, Group Policy, DNS, DHCP services, and Domain Controllers.
- Troubleshoot systems/network issues, identify/analyze root causes, implement corrective actions, and act as technical expert in solving networking problems.
- Document computer systems, network equipment, and administrative procedures.
- Install, modify, enhance, test, and implement standard configurations for deployment of workstations, servers, and other network components and client software.
- Develop automated alerts and reports to monitor network infrastructure, hardware, and computer systems, using tools such as Splunk, and PowerShell.
- Responsible for data backup and recovery procedures and practices.
- Perform other regular preventive maintenance actions, including Business Continuation/Disaster Recovery infrastructure planning, building, and testing.
- Provide end-user support, helpdesk duties, on-call support, and on-site support as needed.
- Supervise contractual technicians in the installation, maintenance, and repair of equipment.
- Provide troubleshooting support for Microsoft Windows, Cisco products, cloud services, network connectivity related issues, and network printers.
- Recommend future procurement, including upgrades, enhancements, server hardware, network equipment, and software utilities.
- Provide training to other court staff on network related equipment and systems.
- Assist with courtroom technology related to networking hardware and systems.
- Act as liaison for court unit regarding network projects, outages, and support issues.
- Perform other duties and assist with special projects as assigned.

### **Education and Experience:**

The starting salary is dependent upon experience and qualifications. Two years of specialized experience or a college degree closely related to the subject matter of this position is required.

### Required qualifications and skills

- 2+ years specialized experience in a network administration role **or** completion of the requirements for a bachelor's degree in Computer Science, Information Systems, Network Administration, Computer Engineering, or a closely related field, from an accredited college or university.
- Fundamental knowledge of networking concepts and hardware.
- Experience with Cisco networking (routers, switches, wireless technologies).
- Experience with Microsoft Windows Server and Active Directory.
- Hands-on technical troubleshooting capabilities.
- Ability to work independently under minimal supervision.
- Knowledge of computing infrastructures.
- Exceptional critical thinking and problem-solving ability.
- Ability to occasionally work outside of normal business hours for system maintenance and outages.
- Strong interpersonal skills to assist non-technical individuals with complex technical issues.

### Preferred Qualifications:

- 2+ years specialized experience in a network administration role **and** completion of the requirements for a bachelor's degree in Computer Science, Information Systems, Network Administration, Computer Engineering, or a closely related field, from an accredited college or university.
- Cisco Certification Network Associate (CCNA), Microsoft Certified Solutions Expert (MCSE), Certified Critical Infrastructure Security Professional (CCISP), Cisco Certified Network Professional (CCNP), Cloud Certifications (Amazon AWS or Microsoft Azure).
- Experience with products used by the court such as, Cisco hardware, Palo Alto Firewalls, Windows Servers, Windows 10/11, Microsoft Cloud Services, VMWare, Microsoft Exchange, Office365, Trend Micro/Apex One, Zerto, KACE, Exagrid, Splunk, PowerShell, Veeam, PRTG, Crestron, Biamp, and ForcePoint.
- Knowledge of and experience with court operations.
- Experience with backup, restore, and disaster recovery processes.
- Familiarity with server management and monitoring tools.

### **Conditions for Employment:**

Candidates must demonstrate organizational skills, good judgment, and willingness to work across different technical domains with legal, technical, administrative, and operations staff in a cooperative environment. Candidates must maintain the confidentiality of sensitive information.

All employees of the court are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request. In addition, the successful applicant will be hired subject to a probationary period of no less than six months.

### **Benefits:**

- Participation in the Federal Employees Retirement System (FERS).
- Optional participation in the Thrift Savings Plan with matching contributions (similar to 401K).
- 11 paid holidays per year.
- Paid vacation in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of 13 days per year.
- Optional participation in choice of health plans, dental and vision insurance programs, group life insurance program, long term care insurance, and optional participation in a pre-tax flexible spending account plan for commuter reimbursement, and dependent care and medical expenses not covered by health insurance.
- Public transit subsidy as the budget permits.
- Options for hybrid work schedule with telework and/or compressed scheduling.
- This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

### **Additional Information:**

- Applicants must be citizens of the United States or be authorized to work in the United States. Please note the citizenship requirements at: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>
- Only the most qualified applicants will be contacted for personal interviews. No telephone calls please.
- Applicants to be interviewed may be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78), and a list of references. Candidates will not be asked about their criminal history before receiving a tentative offer of employment. **Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history.** Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.
- Interviews may be held virtually or in person.
- The U.S. Bankruptcy Court is not authorized to reimburse candidates for interview or relocation expenses.
- The court provides reasonable accommodations to applicants with disabilities.

- As this position is deemed “high-sensitive,” the successful candidate will be required to undergo a background clearance which includes fingerprinting, and updated background investigations every five years.
- New employees engaging in work for the District of Minnesota are required to be fully vaccinated against COVID-19. Proof of vaccination will be required prior to entrance on duty.

**Application:**

Qualified applicants should email a cover letter and resume in a single document to: [mnb\\_applications@mnb.uscourts.gov](mailto:mnb_applications@mnb.uscourts.gov). Please refer to **ANNOUNCEMENT #2022-03** in the email transmittal.

The U. S. Bankruptcy Court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under “Excepted Appointment” and are considered “At-Will” employees.

Please visit the [employment](http://www.mnb.uscourts.gov/employment) (<http://www.mnb.uscourts.gov/employment>) section of our website for other requirements and benefits information.

THE UNITED STATES BANKRUPTCY COURT  
IS AN EQUAL OPPORTUNITY EMPLOYER.