

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 25-07

POSITION: Systems Administrator

SALARY RANGE: CL-27 (\$66,720- \$108,484)

OPENING DATE: May 5, 2025

CLOSING DATE: Open until filled. Preference will be given applicants who apply on or before May 23, 2025.

DUTY STATION: Hartford, CT (with occasional travel to other locations in the District)

The Systems Administrator assists in the coordination and oversight of the court unit's information technology servers. The Systems Administrator performs routine administration to the servers and assists with complex updates, developing systems documentation, and ensuring data network security. The incumbent performs server troubleshooting and triage during service failure scenarios and participates in investigations to determine the root cause and develop corrective actions. The incumbent ensures effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments. Duties also include collaborating with supervisors, managers, executives, and judges locally as well as at other court units.

Representative Duties:

- Provide technical knowledge as a team member in the development and operational support of the court's systems and services.
- Advise and make recommendations for designing, testing, and deploying new or enhanced servers including resident software services.
- Assist in server troubleshooting and triage during service failure scenarios and participate in detailed investigations to determine root cause and corrective actions.
- Monitor server maintenance and operations workflow and recommend practices to help improve availability and performance of systems and dependent environments.
- Provide hardware and software support for Windows Server 2019/2022, VMware Horizon, VMware vSphere, and Red Hat Linux (RHEL) operating system environments.
- Provide troubleshooting support for the court's Active Directory, IIS, Exchange Online, SQL Servers, and other court-developed software applications and services.
- Contribute to the creation, maintenance, and enhancement of data backup and recovery procedures and practices using Veeam.

- Assist in the support the court's current LAN/WAN network environment.
- Conduct data security assessments and provide for network security through hardware and/or software solutions.
- Assess and research procurement needs relating to the purchase of new server hardware and dependent accessories including software utilities.
- Create and maintain systems documentation.
- Perform other related duties as required.

Qualifications:

Applicants for this position should possess two years of experience as a Systems Administrator. Experience shall include progressively responsible experience designing, implementing, or maintaining computer systems that include the completion of computer assignments involving systems analysis, computer programming, systems integration, and information technology project management. Candidate must possess exceptional analytical and communication skills, both orally and in writing; ability to exercise mature judgment and to manage multiple projects simultaneously; ability to deal effectively with the District and Magistrate Judges; and other members of the Court; be a team player who is highly motivated and flexible in a changing environment. Attention to detail is critical. Must be able to provide exceptional customer service. Position necessitates some lifting and may require some travel, including occasional overnight travel. Professional or businesslike approach and attire are required.

Preferred Qualifications:

- Experience with Microsoft Server 2019/2022 administration, group policy management, SharePoint administration, and PDQ/KACE application deployment
- Experience with VMware ESXi, VMware vSphere, and VMware Horizon View administration
- Knowledge of data backup and recovery design, implementation, and administration in a Microsoft server environment
- Experience in Microsoft System Center suite, Windows Deployment Services, WSUS, MDT, and VMware DEM
- Experience with enterprise monitoring (Solarwinds), event log monitoring (Splunk), performance monitoring/tuning and trend reporting, and vulnerability scanning/remediation (Nessus)
- Knowledge of enterprise networking equipment preferred
- Working knowledge of scripting languages such as: PowerShell, Bash, and SQL
- Microsoft MCSA/MCSE, Cisco CCNA, and/or VMware VCP certifications preferred

Education and Experience:

The completion of a degree in computer science, information systems management (or other related field), or significant experience in a directly related field is preferred.

How to Apply:

To be considered for this position, please email your cover letter, resume, salary history, and the Judicial Branch Federal Employment Application (AO 78) to HR_Department@ctd.uscourts.gov.

Applications for Judicial Branch Federal Employment (AO 78) may be obtained at:

<https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

The court will not reimburse external candidates for interview travel or relocation expenses. Due to the volume of applications, only applicants selected for an interview will be notified. **No phone calls please.**

Benefits:

- A minimum of 12 paid holidays per year
- Paid annual leave 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
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will be subject to a background investigation and FBI fingerprint check as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees (available to applicants to view at the court website: www.ctd.uscourts.gov).
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

The United States District Court is an equal opportunity employer and values diversity and inclusion.