

United States District Court Eastern District of Virginia

WEBSITE
www.vaed.uscourts.gov

PHONE
703-299-3324

Announcement #: FY 24-012

Location: Alexandria

Appointment: Full-time/
Permanent

Open Until Filled – Preference given to
applications received by March 31,
2024.

Eastern District of Virginia

The United States District Court for the Eastern District of Virginia is part of the judicial branch of the federal government. There are 94 U.S. District Courts in the country with at least one in every state and in all U.S. territories.

Virginia is bifurcated geographically and consists of two Districts - the Eastern District and the Western District. The Eastern District of Virginia has four divisions: Alexandria, Norfolk, Newport News, and Richmond. There are approximately 6.5 million residents within the Eastern District of Virginia's jurisdiction.

Federal courts hear cases involving the constitutionality of laws, disputes between states, and criminal cases originating from various federal agencies with law enforcement authority.

**THE UNITED STATES DISTRICT
COURT IS AN EQUAL OPPORTUNITY
EMPLOYER.**

CAREER OPPORTUNITY: Systems Administrator



ABOUT THE JOB

This position is located within the Eastern District of Virginia Consolidated Information Technology Department which serves judges, judicial staff, and the staffs of the Clerk's Office and the U.S. Probation Office. The System Administrator oversees areas of judiciary's information technology networks and provides user support.

DUTIES AND RESPONSIBILITIES

- Provides administration and maintenance for all Windows Server operating systems and hardware. Duties to include the deployment of patches, upgrades, and daily administration as well as maintaining current documentation and diagrams of the network. Assist in monitoring the network to ensure availability to all system users and perform necessary maintenance.
- Assists in providing administration of the court units Active Directory, group policies, and domain structure. Including complete documentation and diagrams of the domain.
- Assists with administration of VMware server-level virtualization including but not limited to; vSphere, Horizon View, and User Environment Manager
- Assists with administration of VMware desktop-level virtualization including but not limited to; virtual desktop hardware, Creation of master images, snapshots and desktop deployment, and Pool creation and assignments.
- Assists in the day to day administration of the districts replication strategy to ensure the reliability of replicated data.
- Executes the implementation of plans approved by the team manager and adopted by IT management and the Court Unit Executives.
- Works with and makes recommendations to the Network Engineer and IT Management with regards to the network and associated functions.
- Backs up the other IT staff and performs other office automation, user support to include training, and project duties for the consolidated IT department as necessary.
- Assist in disaster recovery planning, implementation, and testing.

SALARY RANGES

- (CL26) \$60,266-\$97,925
- (CL27) \$66,197-\$107,614

Actual starting salary dependent upon qualifications.

MINIMUM QUALIFICATIONS

- Minimum of two years of professional IT experience including at least one year equivalent to work at CL-25.
- In-depth knowledge of computer hardware, software, networks, as well as theories, principles, practices, and techniques of data communications and network management, traffic, and security
- Practical knowledge of the information required for Microsoft Certified Systems Administrator.
- Working knowledge of server and desktop virtualization.
- Knowledge of office database design and data communications.
- Knowledge of Local Area Networks (LANs) and Wide Area Networks (WANs), including IT security standards
- Excellent written and oral communication, presentation, and organizational skills.
- The ability to use tact and diplomacy in dealing effectively with all levels of Court personnel.
- The ability to work independently and in a team environment.
- Ability to lift up to 40lbs.

PREFERRED QUALIFICATIONS

Preference will be given to applicants who are college graduates. Experience with Unix/Linux is also preferred.

Additional requirements:

The successful candidate will be a customer service-oriented professional who is responsible, friendly, organized and have the following:

- Ability to follow IT security standards and defined policies and procedures and accept responsibility for work product.
- Ability to independently analyze, isolate and solve network related problems.
- Ability to communicate technical information effectively (orally and in writing) to end users in a manner that they can understand.
- Ability to work on multiple tasks, be flexible and tactful when working under pressure in a team environment.
- Ability and willingness to travel occasionally to district offices and off-site training.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court.

Employees will be hired provisionally pending the results of a background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

BENEFITS

A generous benefits package is available and includes:

- A minimum of 11 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in private long-term disability plan
- Situational telework, once eligible
- Credit for prior government service
- Transit Subsidy is available in Alexandria

Please contact Human Resources if you have any questions about benefits prior to applying by calling 703-299-3324.

APPLICATION INFORMATION

Applicants must submit four (4) items *combined into one PDF document*:

1. A cover letter
2. Résumé
3. The application for Federal Employment (document can also be found under "Related Links" on the Employment page of our website)
4. A list of professional references

To ensure priority consideration, applications must be received by March 31, 2024.

Hard copy and faxed applications will not be accepted. Submit electronically to jobbox3@vaed.uscourts.gov

Only applicants selected for an interview will be notified.

Applicants with a sincere desire to serve the public are encouraged to apply.

The United States District Court for the Eastern District of Virginia's mission is to preserve and enhance the rule of law while providing an impartial and accessible forum for the just, timely, and economical resolution of legal proceedings within the court's jurisdiction; to protect individual rights and liberties; to promote public trust and confidence in the judicial system; and, to maintain judicial independence.

CHIEF JUDGE: The Honorable Mark S. Davis

CLERK OF COURT: Fernando Galindo