



## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

**POSITION:** Systems Administrator  
**LOCATION/DUTY STATION:** Baltimore or Greenbelt MD  
Travel is required to alternate  
divisional offices when needed

**OPENING DATE:** November 19, 2020  
**CLOSING DATE:** Open Until Filled with  
first preference given to applications  
received by December 4, 2020\*

**SALARY:**

|                             |   |
|-----------------------------|---|
| CL 26 (\$52,440 - \$85,243) | Three years of general experience or college degree plus two years of specialized experience required   |
| CL 27 (\$57,625 - \$93,638) | Three years of general experience or college degree plus three years of specialized experience required |
| CL 28 (\$69,049- \$112,264) | Three years of general experience or college degree plus four years of specialized experience required  |

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the position of Systems Administrator to meet the current and emerging IT infrastructure needs of the district. The Systems Administrator will be a member of the district-wide Network Support Services (NSS) team. The members of the NSS team report to their respective managers and to the Bankruptcy Court Director of Information Technology for performance and time/attendance, while remaining under their existing organizations for personnel policies. The NSS team supports 300+ users at two main locations, Baltimore and Greenbelt, and one satellite office in Salisbury. While working within the NSS team to support all IT infrastructure needs, the incumbent is primarily responsible for administering on-premises and cloud-based virtualized Microsoft systems and applications. If you enjoy the challenge of jumping into new projects, providing solid reliable systems, and helping to shape next generation IT solutions, our dynamic team may be the perfect fit.

**Duties include, but are not limited, to the following:**

- Responsible for administering on-premises and cloud-based Microsoft Windows systems, Microsoft SQLServer databases, Microsoft SharePoint environment, and Microsoft IIS/.Net applications.
- Responsible for Microsoft cloud-based enterprise collaboration, messaging, and office productivity tools and solutions, such as Exchange and Office365.
- Responsible for a complex multi-site Microsoft Active Directory environment.
- Responsible for high availability, failover, and clustering solutions.
- Provide support for server physical hardware (HP Blades), for server and client virtualization (VMware).
- Provide support for NAS and SAN appliances (Tegile).
- Provide support for disk-based backup and replication solution (Exagrid) utilizing backup and recovery applications. (Symantec Backup Exec and Veeam).
- Provide support network (Cisco) and security (Palo Alto, ForcePoint, etc) equipment.
- Provide proactive support by utilizing monitoring and log management solutions (Splunk, SolarWinds, etc).
- Utilize enterprise patching systems (KACE) and scripting languages (PowerShell). Perform systems hardening for assigned systems.
- Work with highly sensitive, confidential, and/or otherwise privileged information.
- Develop, implement, and manage large and small-scale projects from inception to delivery.
- Perform other related duties as required.

**Qualifications and Requirements:**

- At least two years of hands-on full life cycle experience administering physical and virtual Microsoft servers and applications, and related IT infrastructure services.
- Hands-on experience in administering Microsoft Active Directory, Microsoft SQLServer, Microsoft SharePoint, Microsoft IIS/.Net, Microsoft Exchange, and Microsoft Office365 environments.

- Self-starter with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgment.
- Excellent interpersonal and communication skills, both oral and written.
- Excellent organizational skills, including ability to manage multiple high impact projects and priorities within strict deadlines in a fast-paced environment.
- Experience ensuring 24/7 availability of mission critical systems.
- Critical thinking, attention to detail, analytical skills, and the ability to independently research and make recommendations.

#### **Preferred Qualifications:**

- Bachelor's Degree in Computer Science or related field is strongly preferred.
- Microsoft certifications are strongly preferred.

#### **Additional Qualifications:**

- The incumbent must have the ability and availability to travel to other divisional offices or other destinations for work related reasons and stay overnight as needed. The incumbent must have the ability and availability to work nights and overnight as needed.
- The incumbent should be able to climb ladders and independently lift 25-30 pounds.

#### **Federal Benefits:**

- 10 paid holidays per year.
- Paid vacation leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement program.
- Optional participation in the Thrift Savings Plan(401K) with matching up to 5%, the Federal Employees Health, Dental, Vision and Life Insurance programs, Long Term Disability Plan, Long Term Care Insurance, Flexible Benefits programs and the Commuter Benefit program.

#### **How to Apply:**

Submit resume, salary history and a cover letter stating the reasons for your interest in the position, and a completed AO-78 Application for Federal Employment as a single PDF document to:

[jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov). Include the job title for which you are applying in the subject header of the email.

**\*\*To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on December 4, 2020.**

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**General experience** is progressively responsible IT work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Education above high school may be substituted for general experience.

**Specialized experience** is progressively responsible IT experience in the duties listed in this announcement including hands-on full life cycle experience administering physical and virtual Microsoft servers and applications and related IT infrastructure services.

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- In the event a position becomes vacant in either division and in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

**Conditions of Employment:**

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.