

UNITED STATES DISTRICT COURT
DISTRICT OF MAINE

POSITION ANNOUNCEMENT

Position Title: **SYSTEMS ENGINEER**
Position Location: U.S. District Court, Portland, Maine
Posted: March 5, 2014
Closes: OPEN UNTIL FILLED
Desired Start Date: April 2014
Starting Salary Range: CL28 Step 1 to Step 25 (\$55,579 - \$90,375 per annum)
The full salary range for this position is CL 28 (\$55,579 - \$90,375). Most candidates start in the developmental portion of the classification range (\$55,579 - \$69,497). A candidate's starting salary is determined on whether or not one can begin the job at full performance and the length, complexity and relevance of experience and educational attainment.

POSITION SUMMARY

Systems Engineers coordinate and oversee the judiciary's information technology infrastructure by supporting, troubleshooting and resolving hardware problems (e.g., routers, switches, servers, NASs, SANs, PCs, UPSs, various peripheral devices); install and configure desktops, laptops, printers and various peripheral devices; install, configure, troubleshoot, monitor and maintain office/collaboration software.

REPRESENTATIVE DUTIES

Perform data backups, database administration, performance monitoring, enterprise application management and administration (e.g., application security, upgrades with change control, disaster planning and recovery operations), and general systems administration of Linux and Windows. Applications supported by the incumbent will include a nationally-supported web-based client management system.

Perform testing including system/database security and recovery, system performance, security, anti-virus, intrusion, web usage/monitoring, design and acquisition of servers. Produce useful system documentation, and perform system startup and shutdown procedures, and maintain control records.

Regularly monitor day-to-day operations of the equipment and systems; recommend updates to assure continued operation. Act as the technical expert in solving server/computer system problems. Maintains and monitors security practices, operating system patches and database software upgrades. Provide routine PC, printer, and file server maintenance and troubleshoots problems with equipment.

Install or assists in the installation of new or revised releases of national and court specific database systems. Assist users in the understanding of new technical applications, documents procedures, and participates in the planning and implementation of training programs for users.

Maintains and administers systems and databases. Recommend changes to improve systems/databases and configurations, as well as determine hardware or software requirements related to such changes. Maintain and monitor current network security policies, and make changes when threats arise.

Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems.

Design, configure, and implement computer hardware and operating system software. Develop standardized guidelines to guide the use and acquisition of software. Monitor and optimize hardware, operating systems and databases to improve system performance and reliability.

Utilize networking skills to manipulate data between TCP/IP devices, databases and network applications, including Intranet/Internet pages that have connections to backend databases.

MINIMUM JOB REQUIREMENTS

Two years of specialized experience in Systems Administration.

Specialized Experience

- Design, implementation and maintenance of computer and server systems.
- Completion of projects involving systems analysis, backup management, systems integration, and project management.

COURT PREFERRED SKILLS AND EXPERIENCE:

- A Bachelor's degree from an accredited four-year college or university with a degree related to Information Technology.
- Prior court experience.

- Extensive server, software and network skills:

<i>Server Skills</i>	<i>Software Skills</i>	<i>Network Skills</i>
Active Directory/DNS Symantec Backup Exec Windows Server 2003-2008 LINUX IIS DFS VMware NetApp	Windows 7-8 Dameware Scripting SQL Database Microsoft Exchange 2010 Symantec Antivirus Microsoft Office 2013 Server Studio Symantec Backup Exec Sharepoint	LAN WAN DHCP WINS DNS DHCP Cisco Switches

- Excellent analytical skills and problem solving ability.
- Good interpersonal and communication skills to effectively work with stakeholders.
- Attention to detail.
- Customer service orientation and sense of urgency to maintain expected service levels.
- Position requires periodic work at night and on weekends.

SALARY AND BENEFITS

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The position falls within the Judicial Branch of the U.S. Government and includes most federal government benefits. Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. Optional benefits also include participation in pre-tax medical and dependent care accounts, dental and vision insurance, disability insurance, and long-term care insurance.

Electronic Fund Transfer (EFT) for payroll deposit is required.

Time in 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

Employees of the United States Courts serve under "Excepted Appointments" and are considered "At-Will" employees. Federal Civil Service classifications or regulations do not apply. Applicants must be United States citizens or eligible to work in the United States. The person selected for this

position will be required to submit fingerprints for an FBI background check. All employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request.

APPLICATION PROCEDURE

In order to be considered for this position, all applicants must submit:

- Resume (including full educational summary and employment history)
- Cover Letter
- Salary history
- Contact list of three personal and three professional references
- A078 - Judicial Employment Application (found on our website at <http://www.med.uscourts.gov/employment>)

Application packages will not be considered complete unless all items have been received. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Relocation expenses will not be reimbursed.

- ❖ **BY MAIL:** Send the required materials by mail to:

CONFIDENTIAL
Attn: Chief Deputy, Systems Engineer Search
U. S. DISTRICT COURT
156 FEDERAL STREET
PORTLAND, MAINE 04101

- ❖ **BY EMAIL:** Send PDF of required documents via email to apply@med.uscourts.gov

The U. S. District Court is an Equal Opportunity Employer