



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE POSITION VACANCY

Date:	June 18, 2024	Grade Range:	CL 26-1 to CL 27-61
Job Announcement No.:	2024-46	Salary Range:	\$58,977 - \$105,313
No. of Vacancies:	One	Closing Date:	July 2, 2024
Position Title:	Network Administrator		

The United States District Court, Northern District of Illinois, is now accepting applications for a Network Administrator. Consideration will only be given to those who apply through the court's online applicant tracking system and submit a cover letter and resume. To apply, please see "Notice to Applicants" listed below.

POSITION OVERVIEW

This position is located within the Information Technology Department in United States District Court for the Northern District of Illinois Clerk's Office in Chicago, Illinois, and reports directly to the Systems Supervisor – Network Support. The Network Administrator oversees the Probation, Pretrial Services, and District Court information technology (IT) networks. The incumbent installs network hardware and software, troubleshoots and repairs technical program problems, provides technical IT support and training to staff, and oversees major national systems and those developed or customized for local use. The Network Administrator works with management in the planning, design, maintenance, and support of networks and systems to improve efficiencies.

POSITION DUTIES AND RESPONSIBILITIES

- Responsible for Microsoft Active Directory in a mixed computing environment of Windows, Linux, and Apple Operating Systems.
- Manage data backup for all servers and ensure that cyclical replacement strategy for server environment is followed.
- Participate in the development, testing, and implementation of disaster recovery procedures for critical systems to ensure continuous operations of court systems. Ensure that all systems are designed, maintained, and operated to meet local and national standards.
- Installation and configuration of network printers, routers, switches, etc.; including installation of cat5/6 cabling when needed.
- Ability to work after hours when needed and participate on after hours on-call support.
- Provide assistance and support for all virtualized servers and desktops.
- Serve as technical expert on anti-malware strategies, patch management and software distribution (Quest KACE), and vulnerability assessment techniques.
- Provide Tier II general IT help desk support.
- Install or assist in the installation and operation of new or revised releases of programs on Windows PC's and laptops such as Adobe Acrobat, VPN, Outlook 365, Office 365, and mobile devices (including but not limited to Apple iPhones, iPads, and Android OS mobile devices). Assist with office

and chambers moves by reconfiguring and reconnecting equipment in new locations. Responsible for Inventory and accountability of court owned equipment.

- Assist Director of Information Technology, Systems Supervisor – Network Support, and Information Technology Security Administrator in researching and drafting IT security policies and responding to Security Operations Center Alerts and Queries.
- Advise and make recommendations to management on network information technology issues.
- Develop and implement short-term and long-range automation improvement plans ensuring that the changes can be implemented with minimal disruption. Lead implementation and integration project teams as required.
- Provide training on newly installed technology to IT staff members.
- Prepare and maintain documentation for local networks. Prepare and maintain technical documentation on all hardware and software changes.
- Identify and develop requirements for procurement of IT equipment and software. Contact vendors when warranty or repair service is needed.
- Provide Support to satellite offices which may require onsite visits when needed.
- Perform other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Qualified candidates must have three or more years of professional network support. Experience providing support with Microsoft Windows Server 2016-2022 or later, GPO management, Active Directory, DNS, DHCP, and Microsoft WSUS including installation, configuration, troubleshooting, and administration is required. Working knowledge of VMware and virtual environments including creation, installation, and administration of virtual environments. Experience ensuring the 24-7 availability of an agency-wide network is required. Knowledge of theory and practical application of common data communications and network standards and protocols, including TCP/IP, etc. is required. Ability to be self-motivated with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgment is required. Ability to manage multiple high impact projects and priorities within strict deadlines in a fast-paced environment is required. Excellent customer service skills, verbal and written communication skills, attention to detail, and ability to work in a team setting or with minor supervision are required. The successful candidate must be able to display professional and positive demeanor and appearance appropriate for a court environment (business/office wear-professional). As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter. The preferred candidate will have three to five years of specialized experience. Experience in LAN/WAN and Wi-Fi administration, troubleshooting, operation and maintenance of routers, and switches is preferred.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at the CL 26, applicants must have one year of specialized experience equivalent to work at CL 25.

To qualify at a CL 27, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL 25 or completion of the requirements for a bachelor's degree from an accredited college or university and if one of the following superior academic achievement requirements are met:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than

Freshman Honor Societies;

- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position.

Specialized experience is:

Progressively responsible experience designing, implementing, or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.

EMPLOYEE BENEFITS

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Paid Parental Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, & Parking Reimbursement Programs
- Public Transit Subsidy Program
- Long-Term Care Insurance
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees
- Access to an Infant Care and Toddler Care Center (onsite and near the building).
- A Public Service Loan Forgiveness Program is available to certain full-time employees with qualifying student loans.
- The Federal Financial Management Reform Act requires direct deposit of federal wages

Further details regarding Federal benefits may be viewed at: [ILND Benefits](#)

NOTICE TO APPLICANTS

Consideration will only be given to those who apply through the court's online applicant tracking system and provide a cover letter, resume, and two professional references by July 2, 2024. To view openings and to apply, visit our applicant tracking system at: [ILND Jobs](#)

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews will be communicated to only through email and must travel at their own expense and relocation expenses will not be reimbursed. Applicants will be screened to determine their experience and qualifications.

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the Clerk's Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition.

This is a high-sensitive position within the Judiciary. The United States District Court requires employees to follow the Code of Conduct for Judicial Employees. Reference checks with current and former employers will be conducted. Only qualified applicants will be considered for this position. A preliminary background investigation with law enforcement agencies, including fingerprint and criminal record check will be conducted as a condition of employment. Employment is provisional pending the successful completion of a ten-year, full field OPM background investigation, and favorable suitability determination. Investigative updates will be additionally required every five years. Unsatisfactory results may result in termination of employment.

Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations.

The United States District Court is an Equal Opportunity Employer.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society—not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

To be eligible for employment, applicants must meet one of the following requirements:

- (1) U.S. citizen;
- (2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":
 - a. May not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
 - b. Must apply for citizenship within six months of becoming eligible; and
 - c. Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

INFORMATION ABOUT THE NORTHERN DISTRICT OF ILLINOIS

The Northern District of Illinois is home to the five largest cities in Illinois: Chicago, Aurora, Rockford, Joliet, and Naperville. Also known as "The Windy City," Chicago is the third most populous city in the U.S. with over 2.7 million inhabitants and nearly 10 million people living in the Chicago metropolitan area. With Lake Michigan as its eastern border, Chicago covers more than 237 square miles.

Chicago is home to numerous museums and cultural institutions including Art Institute of Chicago, Field Museum, Museum of Science and Industry, Shedd Aquarium, and Adler Planetarium. A center of art and culture, Chicago has over 200 theaters, nearly 200 art galleries, and more than 7,300 restaurants.

Known for its magnificent skyline, Chicago is home to buildings designed by some of the world's most renowned architects including Daniel Burnham, Louis Sullivan, Frank Lloyd Wright, and Mies van der Rohe, who designed the Dirksen Courthouse.

Major Chicago universities include University of Chicago, Northwestern University, Loyola University, University of Illinois Chicago, DePaul University, and Illinois Institute of Technology. Professional Chicago sports teams include the Bulls (NBA), Sky (WNBA), Bears (NFL), Cubs (MLB), White Sox (MLB), Fire (MLS), Chicago Blackhawks (NHL), and Red Stars (NWSL). Chicago is a major world finance center. The Federal Reserve Bank of Chicago, the Chicago Stock Exchange, the Chicago Board Options Exchange, and the Chicago Mercantile Exchange are within blocks of the Courthouse. The Northern District of Illinois is home to three international airports including O'Hare International Airport, among the busiest airports in the world.