

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS

Position Title: Systems & Network Administrator - Announcement #19-C15
Location: Clerk's Office: Little Rock
Closing Date: Open Until Filled
Starting Salary/Range: CL 27 / 28 (\$49,772 - \$96,999) *Depending on qualifications and experience. If appointed at a CL-27, promotion potential to a CL-28*
Tour of Duty: Full-time

Position Overview: The United States District Court, Eastern District of Arkansas, is recruiting for a full-time Systems & Network Administrator. Responsibilities include supporting court systems such as LAN/WAN hardware, Windows server and desktop operating systems, IT security (antivirus, system/software patch management, web security/filtering), e-mail administration and locally developed systems. In addition, this position will assist with the creation, maintenance, and enhancement of documentation, perform data backup and recovery procedures and will provide help desk and courtroom technology assistance.

Qualifications: To qualify for CL-27, candidate must have two years of technical specialized experience, including at least one year equivalent to work at the CL-25 or a bachelor's degree in information technology, or closely related field, and an overall "B" grade point average equaling 2.90 or better of a possible 4.0. For appointment at higher salary two years of specialized experience is required, including at least one year at the lower level or completion of a master's degree in a field closely related to information technology.

Employees of the U. S. District Court are entitled to benefits which include the retirement system, health benefits, life insurance, flexible spending accounts, scheduled holidays and annual leave program, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Must be a U.S. Citizen or permanent resident seeking citizenship. The selected candidate must successfully complete an FBI and local background check as a condition of employment. Only the most qualified applicants will be interviewed.

Submit resume to:

**Human Resources #19-C15
United States District Clerk's Office
600 West Capitol, Room A149
Little Rock, AR 72201-3325**

**** The Court is an Equal Opportunity Employer ****