

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS

Position Title:	Network Administrator
Location:	Little Rock Office – Announcement #26-C03
Closing Date:	Open Until Filled
Starting Salary/Range:	CL 27 / 28 (\$59,732 - \$116,394) <i>*Depending on qualifications and experience. If appointed at a CL-27, promotion potential to a CL-28 without competition.</i>
Tour of Duty:	Full-time

Position Overview: The Network Administrator provides day-to-day operational support for Microsoft, Cisco, and Linux based information technology infrastructure, including Windows servers and databases. The incumbent performs both routine and complex network administration duties, including developing standards, software development and scripting, and coordinating and implementing network security measures. The incumbent ensures effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems. The Network Administrator is responsible for high-level and long-term design and analysis of the court unit's network.

Qualifications: The successful candidate must possess two years of specialized experience or a bachelor's degree from an accredited college or university in information technology, or a field closely related to the work of network and systems administration. The candidate must have excellent interpersonal skills and be able to effectively communicate orally and in writing with technical support staff and non-technical users and must be able to maintain complete and highly accurate records and documentation of systems, learn rapidly, work independently, and be flexible.

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 ared_employment@ared.uscourts.gov or:

Human Resources #26-C03
United States District Clerk's Office
600 West Capitol, Room A149
Little Rock, AR 72201-3325

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