



**United States Bankruptcy Court
District of Delaware**

824 Market Street
Wilmington, DE 19801
www.deb.uscourts.gov

Career Opportunity
Vacancy Announcement #11-03

Position: Network Systems Engineer

Position Type: Full-Time Permanent

Number of Positions: One

Salary Range: CL-27 (\$48,997 - \$79,615)

Duty Location: 824 Market Street, Wilmington, DE 19801

Opening Date: January 6, 2010

Closing Date: January 20, 2011 (by 5:00 pm)

Position Overview:

The Network Systems Engineer coordinates and oversees the court unit's information technology networks. Primary responsibilities include performing routine network administration as well as more complex network administration duties, including developing standards, recommending network infrastructure change, and coordinating and implementing network security measures.

Duties & Responsibilities include but are not limited to:

- ❖ Analyze needs, coordinate and link computer systems within an organization to increase compatibility and share information. Determine computer software or hardware needed to set up or alter systems.
- ❖ Diagnose hardware and custom off-the-shelf software problems, and replace defective components. Recommend changes to improve systems and configuration, as well as determine hardware or software requirements related to such changes.
- ❖ Develop and implement short-term and long-range automation improvement plans for the court, ensuring that the changes can be implemented with minimal disruption at the court site.

- ❖ Perform data backups. Plan for disaster recovery operations and testing including network performance, security, anti-virus, intrusion, web usage/monitoring, design an acquisition of servers. Produce system documentation, and perform systems startup and shutdown procedures, and maintain control records.
- ❖ Plan, coordinate, implement and test network security measures in order to protect data, software, and hardware.

QUALIFICATIONS - GENERAL:

- ❖ Applicant must be a high school graduate or equivalent.
- ❖ Advanced knowledge of theories, principles, practices and usage of computer hardware and software.
- ❖ Knowledge of office database and data communications.
- ❖ Knowledge of Local Area Networks (LANs) and Wide Area Networks (WANs), wireless networks, including systems security standards.
- ❖ MCSE on Windows Server 2003 preferred
- ❖ MCITP: Server Administrator on Windows Server 2008SE on Windows Server 2003 preferred
- ❖ The successful candidate must possess excellent organizational skills and proven analytical, planning, and problem-solving skills and the ability to work independently and in a team environment.
- ❖ Knowledge of working in virtual server environment.
- ❖ Knowledge of audiovisual systems and videoconference a plus.

QUALIFICATIONS - REQUIRED:

- ❖ Minimum of two years progressively responsible experience directly related to the technical aspects of network administration.
- ❖ Excellent computer skills including the use of Wordperfect, Microsoft Word, Excel, Powerpoint, Dreamweaver, Acrobat and basic web application development.
- ❖ Active directory experience required.

Conditions of Employment:

Must be a U.S. citizen, or a citizen of a country with a defense treaty with the United States, who is eligible to work in the United States. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply. Employees will be hired provisionally pending the results of a background check. Direct deposit of pay is required. Applicants selected for interviews must travel or relocate at their own expense.

Benefits:

- 10 paid federal holidays per year
- 13 days paid vacation per year for first 3 years; 20 days after 3 years; 26 days after 15 years
- 13 days paid sick leave per year
- Choice of employer-subsidized federal health and life insurance plans
- Optional enrollment in Long Term Care Insurance
- Federal Employees Retirement System
- Optional enrollment in employer-matching Thrift Savings Plan (similar to a 401K plan)
- Optional enrollment in pre-tax Flexible Spending Accounts (for health care, dependent care, and commuter costs)

Application Procedure:

Qualified candidates may apply by sending a single pdf file containing a cover letter that includes the vacancy announcement number and a resume detailing qualifications and experience via e-mail to **deb_networkse@deb.uscourts.gov**. To be considered, all applications must be received by 5:00 pm on the stated closing date.

Applicants without access to e-mail may apply via mail to the following address. Envelopes must be marked: "Personal and Confidential."

Human Resources
United States Bankruptcy Court
District of Delaware
824 N. Market Street
Wilmington, DE 19801

Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for this position. No phone calls will be accepted. Only qualified applicants will be considered.

The United States Courts is an Equal Opportunity Employer.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date if a closing date is shown, any of which actions may occur without prior written notice or other notice.