



NOTICE OF VACANCY

The United States District Court for the Middle District of Louisiana is recruiting for the position of **Systems & Network Administrator**.

| | |
|------------------------------|---|
| ANNOUNCEMENT NUMBER: | 25-USDC-4 |
| LOCATION OF POSITION: | Baton Rouge, Louisiana |
| POSITION TITLE: | Systems & Network Administrator |
| CLASSIFICATION LEVEL: | Court Personnel System CL 27 – 28 |
| SALARY RANGE: | CL 27: \$59,133 – \$96,147 annually CL 28: \$70,894 – \$115,213 annually |
| OPENING DATE: | Wednesday, May 21, 2025 |
| CLOSING DATE: | Open until filled; priority will be given to applicants' packets received by Friday, June 27, 2025, 5:00 PM CST |
| STARTING DATE: | TBD |

- This is a full-time permanent position with promotion potential up to CL 28 without further competition.
- The salary ranges listed above are based on full-time employment. Starting salary commensurate with experience, qualifications, and salary history.

POSITION OVERVIEW:

The United States District Court for the Middle District of Louisiana is recruiting for a Systems & Network Administrator (25-USDC-4). This position resides within the Automation department of the Clerk's Office and reports directly to the Assistant Director for Automation & Technology. Responsibilities are divided, with approximately 50% dedicated to networking and systems administration, and the remaining 50% focused on supporting the Court's audiovisual (AV) technology as it transitions to an Audio-Visual over Internet Protocol (AVoIP) infrastructure. The duties and responsibilities of this position include but are not limited to:

- Implementation and support of AVoIP infrastructure and components required to execute court proceedings. Serves as lead technical support contact for courtroom audio video technology.
- Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to the Network and AVoIP infrastructure. Plan, coordinate, implement, and test network security measures to protect data, software, and hardware. Identify and assess risks by performing security analysis and assist in producing detailed security plans.
- Provide proactive support by analyzing systems and identifying potential issues and find solutions before it affects the end-users.
- Analyze needs, coordinate and configure computer network systems to increase compatibility and share information. Diagnose hardware and custom off-the-shelf software problems and replace defective components. Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations. Recommend changes to improve systems, configurations, and security posture, as well as determine hardware or software requirements related to such changes.
- Evaluate, recommend, and implement processes to improve efficiency and performance of the networks through the development or purchase of products to automate and monitor routine tasks such as server and workstation maintenance activities, performance monitoring and reporting, installation of software or firmware upgrades, patches, etc.
- Analyze, develop, and implement short-term and long-range automation improvement plans for the Court, ensuring that the changes can be implemented with minimal disruption to the court site.
- Plan for disaster recovery operations and testing (Incident Response Plan), including network performance, security, anti-virus, intrusion, web usage/monitoring, design, and acquisition of servers.
- Design, modify, enhance, test, and implement standard configurations for deployment of workstations, virtual desktops and servers, network components, and client software.
- Recommend, schedule, test, and validate deployment of patches, security updates, and other upgrades to servers, workstations, and network components. Monitor vendor websites to ensure patches are tested and applied in a timely fashion.
- Supervise on-site vendors. Participate in district-wide network projects.
- Develop and maintain comprehensive system documentation to support internal procedures, training, and reference needs.
- Provide training on networking, systems, and AVoIP for team members to enforce a culture of knowledge sharing and role redundancy.
- Provides technical support both in-person and in a remote environment for telework employees.
- Member of IT Support Helpdesk fielding end-user support requests.
- Perform other duties or special projects, as assigned.

GENERAL INFORMATION:

Applicants must be United States citizens or eligible to work in the United States. Reference and background checks will be conducted on the final candidate(s). Work is performed in an office setting. Professional/business casual attire is required. Work may be required beyond normal business hours based on the needs of the Court. There are no provisions for paying overtime to court employees. However compensatory leave may be granted to employees in accordance with policy.

QUALIFICATIONS AND REQUIREMENTS:

To qualify for the position of Network & Systems Administrator, the applicant must have a high school diploma or equivalent. Additional qualifications include:

- Skill in identifying complex problems and reviewing related information to develop information technology operations.
- Self-starter with demonstrated analytical and problem-solving skills, professional demeanor, and ability to exercise sound judgment.
- Excellent interpersonal and communication skills, both oral and written, including skill in advising and training non-automation personnel in automation techniques and processes and communicating technical concepts and issues in non-technical terms.
- Provide exceptional customer service and troubleshooting issues both in-person and in a remote environment when users are teleworking.
- Excellent organizational skills, including ability to manage multiple high impact projects and priorities within strict deadlines in a fast-paced environment.
- Critical thinking, attention to detail, analytical skills, and the ability to independently research and make recommendations.
- Experience ensuring the 24/7 availability of mission critical systems.
- Availability to occasionally work outside of normal business hours (i.e., before or after hours, over the weekend, etc.) if afterhours maintenance and support is required.
- The incumbent must be able to climb ladders and independently lift 25-30 pounds.
- Specialized court experience is required as stated below.

| Level | Minimum Experience |
|-------|--|
| CL 27 | 2-years of specialized experience, including at least 1-year equivalent to work at CL 26 |
| CL 28 | 2-years of specialized experience, including at least 1-year equivalent to work at CL 27 |

Specialized experience: Progressively responsible experience that is in, or closely related to, the work of the position that has provided knowledge, skills, and abilities to successfully perform the duties of the position.

Educational substitution: Completion of the requirements for a bachelor's degree from an accredited college or university and a superior academic achievement requirement may be substituted for specialized experience at the CL 27. Completion of a master's degree or 2-years of graduate study from an accredited university in a field closely related to the subject matter of the position may be substituted for specialized experience at the CL 28.

PREFERRED EXPERIENCE:

- Bachelor's degree from an accredited college or university in Computer Science or a related field
- Experience with IGMP and Multicast
- Experience creating queries for Splunk Logging
- Hands-on experience in administering Microsoft O365 Groups & Exchange Administration, Microsoft Active Directory, Microsoft DFS, Software Inventory & Deployment solutions, Cisco and Netgear switches
- Knowledge of and experience with design, implementation, and maintenance of server and desktop virtualization
- Network+, Security+, Dante, Crestron, Visionary-AV, QSYS, Microsoft certifications

BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). Employees working at least 20-hours per week, or more are eligible for the following benefits:

- Federal Employees Retirement System (FERS-FRAE) – employee contribution is 4.4% of base pay. Enrollment is automatic upon employment.
- Thrift Savings Plan (TSP) – traditional and/or Roth retirement savings and investment plan with employer matching contributions up to 5% of pay. Enrollment is automatic upon employment.
- Social Security and Medicare benefits
- Eleven paid Federal holidays plus annual and sick leave accruals
- Federal Employees Health Benefits Program (FEHB)
- Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement (HCRA)
- Flexible Benefit Program for Dependent Care Reimbursement (DCRA)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Paid on-site assigned parking
- Mandatory electronic fund transfer (direct deposit) participation for payment of net earnings
- Premium Payment Plan (PPP)
- 24-hour on-site fitness center

APPLICATION PROCEDURES:

Qualified applicants should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume, a list of three professional references (letters are not required), and a completed Application for Judicial Branch Federal Employment (Form AO-78). While the position is open until filled, priority will be given to applicants' packets received by Friday, June 27, 2025, 5:00 PM CST. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from the Court's website lamd.uscourts.gov/employment. You must reference the vacancy announcement number in your letter of interest. Applicants' packets will not be considered complete until all the required items have been received by Human Resources. Hard copies **WILL NOT** be accepted. Please email or fax your complete applicant's packet to:

humanresources@lamd.uscourts.gov

(Attachment must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)

OR

Attention: Human Resources; fax 225.389.3542

ADDITIONAL INFORMATION:

The most qualified applicants may be invited to one (or more) personal interview(s) with the Court. Applicants selected for interviews will be required to travel to the designated location at their own expense. The Court is not authorized to reimburse applicants for travel and/or relocation expenses. In-person interviews are preferred, but interviews by video conference will be considered upon request. All applicants who participate in the interview process will receive a written response if they are not selected. Please do not inquire about the status of your application. Prior to appointment, the selectee considered for this position is required to undergo an FBI background check and investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the investigation. Unsatisfactory results may result in termination of employment.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the

government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the Court.

The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. The incumbent will be subject to a one-year probationary period.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the Americans with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. The United States District Court for the Middle District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.