

\*\*\* CAREER OPPORTUNITY \*\*\*



**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF OKLAHOMA**

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Position Title: Network/PC Administrator  
Type: Full-time Permanent  
Reference: Vacancy No. 18-02  
Location: Oklahoma City  
Opening Date: June 13, 2018  
Closing Date: June 29, 2018  
Starting Salary Range: CL- 26 to CL-27 (CL 26/1 \$44,462 to CL-27/61 \$79,617)  
\*Starting salary will be commensurate with qualifications and experience.  
This is position has promotion potential to Grade CL-27 without further advertising.

**Position Overview:**

The Network/ PC Administrator develops, maintains, and supports the court unit's information technology networks and systems. The incumbent will perform routine network administration as well as more complex network administration duties, including developing standards, recommending network infrastructure changes, and coordinating and implementing network security measures. The incumbent will support and maintain the court's PCs, thin clients, and virtualized environments.

The Network/ PC Administrator will serve as project manager for a variety of IT initiatives, assist in the management of the Data Communications Network (DCN) interface to court networks for all bankruptcy court locations, and provide technical expertise and fine tuning of operation systems to increase system performance. Additionally the incumbent will provide support to the Judges, Chambers staff and Clerk's office staff on desktops, training, VOIP and video conferencing systems, and courtroom technology.

**Summary of Job Duties and Responsibilities:**

- Manage Microsoft Active Directory on a Windows Server 2012r2/2016 platform.
- Administer and maintain network end-user accounts, permissions, and access rights.
- Manage Active Directory Group Policy for the court.
- Design, maintain, and support VDI images and clients.
- Administer and manage PC, server, device, and network security solutions.
- Assist with end-user support of software, computer hardware including desktops, mobile devices, and peripheral computer equipment.
- Assist with technical support of telephone systems, courtroom technology, and audio/visual systems.

- Answer helpdesk requests received via phone, email and chat sessions. Diagnose, research and document solutions to these requests.
- Participate in the development, testing and implementation of disaster recovery procedures for critical systems to ensure continuous operation of court systems.
- Develop and implement local security policies.
- Create and maintain systems documentation.
- Maintain hardware and software via installation of firmware updates, software updates and patches.
- Work closely with information technology departments at the Administrative Office and counterparts in other districts to exchange information on new developments and refinements.
- Perform other duties as assigned.

**Minimum Qualifications:**

- Must be a U.S. citizen or eligible to work in the United States.
- High school diploma or equivalent.
- Five years of advanced experience with installation, configuration, maintenance, and support of information technology systems & networks.
- Experience with Microsoft Windows Active Directory and DNS.
- Knowledge of theories, principles, practices and techniques of computer hardware and software applications.
- Ability to identify new products and solutions to implement new technologies.
- Ability to communicate technical information effectively (orally and in writing) to end users in a manner that they can understand. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- Ability to work as part of a team.
- Must be an innovative and a creative problem solver who can effectively work with management on projects and daily challenges.
- Must be able to manage multiple priorities and projects and work with limited supervision.

**Preferred Qualifications:**

- Bachelor's degree in Computer Science, MIS, or related field.
- Knowledge of professional grade digital audio and video components and control systems used in electronic courtrooms for evidence presentation and recording court hearings.

**Additional Information:** Only qualified applicants will be considered for this position. This announcement may be closed at any time without notice. Applications should be submitted as soon as possible as interviews will begin immediately. New employees must pass a background investigation. All employees are subject to mandatory electronic direct deposit of salary payment. All court employees work "at will" and, therefore, the selected candidate may be removed from this position at any time if, after reasonable on the job training, the selected candidate fails to perform at a satisfactory level. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request. The Bankruptcy Court hiring procedures follow the guidelines set out in the EEO/EDR Plan, a copy of which is available for review upon request. Only the most qualified applicants will be interviewed and participation in the interview process is at the applicant's own expense.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, any of which action may occur without any prior written notice. If another position in a similar classification becomes available within a reasonable time from this announcement, the court may elect to select a candidate from the applicants who responded to this announcement without reposting the position.

**BENEFITS:** Employees of the U.S. Bankruptcy Court are not classified under Civil Service, but are entitled to many of the same benefits as are other federal government employees including participation in the retirement system, health and life insurance programs, leave accrual, periodic grade and step increases, and paid holidays.

**APPLICATION INSTRUCTIONS:** To apply, please submit a resume and cover letter explaining why you are qualified for this position and a completed Application for Judicial Branch Federal Employee (AO-78) ([www.okwb.uscourts.gov/job-openings](http://www.okwb.uscourts.gov/job-openings)) to:

Vacancy No. 18-02  
Grant Price, Court Clerk  
U.S. Bankruptcy Court  
215 Dean A. McGee, Room 147  
Oklahoma City, OK 73102

Or by email to: [sheila\\_sewell@okwb.uscourts.gov](mailto:sheila_sewell@okwb.uscourts.gov)  
(For emails, please include your name and "18-02" in the subject line)

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