

***** CAREER OPPORTUNITY *****



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

Position Title: Network Administrator
Type: Full-Time Permanent
Vacancy Number: 25-01BK
Location: Oklahoma City
Closing Date: Open until filled. Preference will be given to applications received by **January 15, 2026**.
Starting Salary: CL-27 to CL-28 (\$59,133 - \$115,213)
Starting salary commensurate with qualifications and experience.

POSITION OVERVIEW: This is an administrative court support position with the federal Bankruptcy Clerk's Office in Oklahoma City. The Network Administrator supports the court's information technology (IT) networks. The incumbent installs network hardware and software, troubleshoots and repairs technical program problems, provides technical IT support and training to staff, and supports major national systems and those developed or customized for local use. The Network Administrator works with IT management in the planning, design, maintenance, and support of networks and systems to improve efficiency and security.

REPRESENTATIVE DUTIES:

- Design, configure, and implement network hardware and software. Develop standard guidelines for the use and acquisition of software. Plan, coordinate, implement, and test network security measures in order to protect data, software, and hardware. Monitor and optimize hardware, operating systems, and databases to improve system performance and reliability.
- Advise and make recommendations to IT management on network and other significant information technology issues. Develop and implement short-term and long-range automation improvement plans for the court unit, ensuring that the changes can be implemented with minimal disruption at the court site. Lead implementation and integration project teams, as required.
- Provide daily system backup and regularly monitor operations of the network equipment and systems. Recommend and install updates to ensure continued operation and act as the technical expert in solving network and related computer system problems. Install security and software updates and operating system patches. Provide file server maintenance and troubleshoot problems with network equipment.
- Maintain software library and prepare and maintain documentation of software.
- Provide training on new hardware and software.
- Provide support and problem resolution to all hardware, including desktops, laptops, printers, scanners, etc.

- Advise management and users on specific information that can be readily extracted from existing data, extract information, and create reports as required.
- Prepare and maintain documentation for local network as well as for systems acquired from outside the court or the Administrative Office. Prepare and maintain technical documentation for hardware.
- Identify and develop requirements for procurement of IT equipment and software to protect vulnerable information. Contact vendors when warranty or repair service is needed.
- Maintain contact with IT court personnel at different court locations to remain knowledgeable of developments, techniques, and software.
- Other duties as may be assigned.

MINIMUM QUALIFICATIONS:

- Applicants must be a U.S. citizen, subject to the exceptions enumerated at <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.
- High school graduate or equivalent required.
- Minimum of two years of specialized experience and a minimum of three years of general experience.
 - Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours of credit) equals one year of general experience.
 - Specialized experience is defined as progressively responsible experience with installation, configuration, maintenance, and support of information technology systems and networks.

COURT PREFERRED QUALIFICATIONS:

- A bachelor's degree in CS, MIS, other related fields of study, or a minimum of four years of related work experience in lieu of a degree.
- Programming in languages such as, C#, and SQL.
- Knowledge of professional grade digital audio and video components and control systems used in electronic courtrooms for evidence presentation and recording court hearings.

BENEFITS: Employees of the U.S. Bankruptcy Court are not classified under Civil Service but are entitled to many of the same benefits as other federal government employees including participation in the Federal Employees Retirement System, the Thrift Savings Plan, health, dental, vision, life and long-term care insurance programs. Employees are entitled to paid leave, periodic grade and step increases, and 11 paid holidays. All employees are subject to mandatory electronic direct deposit of salary payment.

ADDITIONAL INFORMATION: The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to this original announcement without re-posting the position.

The selected candidate will be hired provisionally pending the results of fingerprinting and a thorough background investigation to determine employment suitability. Background investigations are renewed every five years. Candidates will not be asked about their criminal

history prior to receiving a tentative offer of employment. **Applicants completing the AO-78 are not required to complete questions 19-21 regarding criminal history.** Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Employees are subject to The Code of Conduct for Judicial Employees. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Judicial employees serve at-will and therefore the selected candidate may be removed from this position at any time.

APPLICATION INSTRUCTIONS: Please email a letter of interest, resume, and completed application form AO-78 as a single .pdf document to hr@okwb.uscourts.gov. The employment application can be found on our web page at www.okwb.uscourts.gov/job-openings.

Vacancy No. 25-01BK
Douglas Wedge, Court Clerk
U.S. Bankruptcy Court, Western District of Oklahoma
215 Dean A. McGee, Room 147
Oklahoma City, OK 73102

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