



UNITED STATES PROBATION OFFICE

Eastern District of Texas

Systems and Network Administrator

Vacancy Announcement 25-6

Posting Date:	January 28, 2025	Salary:	CL27/28 * (\$59,133-\$125,252) <i>*Starting salary dependent upon qualifications and experience.</i>
Closing Date:	COB on February 14, 2025	Location:	Beaumont, Tyler, Sherman, or Plano
Type:	Permanent Full-time	Entrance on Duty:	TBD

INTRODUCTION: The United States Probation Office for the Eastern District of Texas is accepting applications for a full-time, permanent IT Systems and Network Administrator. The Systems and Network Administrator provides day-to-day operational support for Microsoft, Cisco, and VMware based information technology infrastructure, including Windows servers and Active Directory. The incumbent ensures effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments. The incumbent reports directly to the Director of Information Technology. Situational telework may be available; however, this is not a full-time telework position. This position offers promotion potential up to CL-28 without further competition.

REPRESENTATIVE DUTIES:

- Participate in and support vulnerability assessment and mitigation.
- Participate in the development, testing, and implementation of disaster recovery procedures for all automated information systems.
- Perform local and remote access support and troubleshooting.
- Research and make recommendations in all areas of automation needs.
- Maintain and support the Court's local area networks, storage devices, physical and virtual environments.
- Ensure all systems are configured, maintained, and operated to meet local and national standards.
- Creating and maintaining system and network documentation.
- Implementing and securing Wi-Fi networks.
- Supporting National and local IT staff with programming LAN switches, firewalls, routers, virtual network switches, and other networking devices.
- Ensuring network security through appropriate measures and regular updates.
- Developing and maintaining disaster recovery plans for network infrastructure.
- Perform helpdesk related duties and provide on-call support.
- Perform other duties as assigned.

REQUIRED EDUCATION/WORK EXPERIENCE: High school graduate or equivalent with three years of total experience with a minimum of 2 years in progressively responsible work closely related to the duties of this position. A secondary degree with superior academic standing or a graduate degree may be substituted for some of the required experience. In-depth knowledge of IT, software, networks, and theories, principles, practices, and techniques of data communications and network management, traffic, and security. Ability to consistently demonstrate sound ethics and judgment and to work well with others. Excellent interpersonal and communication skills (written and verbal) and ability to clearly explain technical terms and processes in non-technical language. Ability to coordinate and manage diverse technical support tasks and multiple competing projects while adhering to stringent deadlines.

PREFERRED QUALIFICATIONS: A bachelor's degree in computer science or related field from an accredited four-year college or university. Five or more years of general experience in an IT field. Three years specialized experience including installing and configuring hardware/software/peripherals, Cisco IP Phones, CISCO Routers/Network Switches, mobile devices, and desktop applications. Experience with Networking - DNS, DHCP, IPv4, and Firewalls. Experience leading projects, documenting procedures, automating tasks, testing new solutions. Time management skills to handle multiple tasks simultaneously while also meeting deadlines. Familiarity with and the ability to perform thorough troubleshooting of software solutions, including VMware Horizon, VMware DEM, VPN solutions, various browsers, Windows 11, Microsoft Office 365, Adobe Acrobat, Microsoft Active Directory, Apple iOS, DFS/File Replication, and other solutions as required. CompTIA A+ and Network+ certification and familiarity with Linux operating environments.

EMPLOYEE BENEFITS: The United States Probation Office offers an excellent work environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, a Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), life insurance, annual and sick leave, a Long Term Care plan, periodic salary increase, and the Thrift Savings Plan (retirement savings plan) with matching funds. Benefits also include from 13 to 26 vacation days, 10 paid holidays per year and 13 days of sick leave annually which may be used for care of sick family members. Additional information on benefit programs can be found at www.uscourts.gov/careers/benefits.

INFORMATION FOR APPLICANTS: The United States Probation Office is part of the Judicial Branch of the United States Government. Employees must adhere to the Code of Conduct for Judicial Employees which is available at: [Guide to Judicial Policy \(uscourts.gov\)](http://www.uscourts.gov/guide-to-judicial-policy). An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees and can be terminated with or without cause. This position is subject to mandatory Electronic Funds Transfer for payment of net pay. This is a high-sensitive level position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination. Reinvestigations will be required every five years thereafter. Occasional travel both within the district and outside the district will be required.

PROCEDURES FOR APPLYING: Consideration will only be given to those who apply by following these instructions: ATTACH ONLY THE DOCUMENTS REQUESTED BELOW IN A SINGLE PDF FILE. Please name the file with your last name and the announcement number for example (Smith 25-6).

1. Cover letter that includes a brief narrative describing your special skills that make you a suitable candidate. Cover letter should be single spaced 12 point.

2. A complete [Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](https://uscourts.gov). **Handwritten applications will not be accepted.**
3. Five professional references with all contact information.
4. Copies of the last three performance appraisals or evaluations.
5. A copy of your high school and/or college transcript(s) with the qualifying degree(s) and the date(s) awarded clearly highlighted or circled on the document.

To apply, please submit all the above requested documents and/or information via email to TXEP-HR@txep.uscourts.gov. Preference will be given to applications submitted by 5:00 PM on February 14, 2025.

U.S. Probation reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

THE COURT IS NOT AUTHORIZED TO REIMBURSE A CANDIDATE FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES.

U.S. Probation Office is an Equal Opportunity Employer