



## United States Court of International Trade

One Federal Plaza  
New York, NY 10278-0001  
[www.cit.uscourts.gov](http://www.cit.uscourts.gov)

Job Announcement Number: 23-04  
Opening Date: April 7, 2023

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### VACANCY ANNOUNCEMENT

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**JOB TITLE:** Network Administrator

**SALARY RANGE:** \$77,430 - \$125,876 (CL 28)  
Starting salary dependent upon qualifications and experience.

**CLOSING DATE:** Open Until Filled

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#### POSITION OVERVIEW

The United States Court of International Trade is seeking a Network Administrator to join our Information Technology team. The position reports to the Systems Supervisor. The Network Administrator coordinates and oversees the court's information technology (IT) networks and systems. The incumbent performs both routine and complex network administration and systems duties, including developing standards, recommending network and/or systems infrastructure changes, and coordinating and implementing network security measures. The Network Administrator is responsible for high-level and long-term design and analysis of the court's network systems. This position offers the opportunity to have a blended schedule of remote and in-office work.

#### REPRESENTATIVE DUTIES

- Analyze needs, coordinate, and configure computer network systems to increase compatibility and share information. Determine computer software or hardware needed to set up or alter systems. Train other technicians to work with computer systems and programs. 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 and configurations, as well as determine hardware or software requirements related to such changes.
- 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 at the court site.
- Plan for disaster recovery operations and testing, including network performance, security, anti-virus, intrusion, web usage/monitoring, design, and acquisition of servers. Produce useful system documentation, and perform system startup and shutdown procedures, and maintain control records. Monitor and perform data backups and administrate backup systems.
- Monitor network infrastructure and components, including all servers and workstations, and implement improvements to performance and security. Design, modify, enhance, test, and implement standard configurations for deployment of workstations, servers, and 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 providers websites to ensure patches are tested and applied in a timely fashion.
- Evaluate, recommend, and implement processes to improve efficiencies 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.
- Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems. Plan, coordinate, implement and test network security measures in order to protect data, software, and hardware. Identify and assess risks by performing security analysis and assist in producing detailed security plans. Oversee configuration and monitoring of firewall operations.
- Develop and implement standard procedures to guide the use and acquisition of software and to protect vulnerable information, data, and documents.

- Provide on-site network support for network connectivity, performance monitoring and troubleshooting, and network infrastructure maintenance and improvements.
- Respond to IT Help Desk calls and e-mails, log service requests and IT operations issues. Troubleshoot and provide guidance on technical problems.
- Supervise on-site vendors. Participate in network and systems projects.
- Prepare and propose automation funding needs for fiscal budget. Recommend actions to cover projected shortfalls.
- Lead information technology projects to implement and integrate systems and other networks.
- Perform other related duties or special projects, as assigned.

## **QUALIFICATIONS**

- Minimum of two years of specialized experience. Specialized experience is progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully. Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in computer science, or other field closely related to the subject matter of the position may be substituted for specialized experience.
- Proven experience with implementing and managing enterprise level wired and wireless networks.
- Knowledge and experience supporting networking hardware, topologies, and protocols including core, distribution, and access switches.
- Strong understanding of IT security best practices, and demonstrated ability to analyze, design, and implement security policies and procedures.
- Work experience that provides evidence of strong customer service skills; the ability to work cooperatively in a team environment.
- Ability to manage multiple tasks and priorities and adhere to strict deadlines, accuracy, and attention to detail while maintaining the highest standards of excellence, integrity, and customer service.
- Ability to maintain confidentiality and use sound judgement.
- Ability to consistently display to all persons, a courteous, professional, and cooperative attitude.
- Demonstrate excellent verbal and written communication skills.
- Ability to lift heavy items, such as computer equipment and physical mobility to access equipment wherever it may be positioned, such as under desks.
- Must be able to work occasionally after hours and weekends when needed. Occasional travel is required.

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree in a technical-related field from an accredited university or college.
- 5+ years of related job experience
- Cisco Certified Network Associate (CCNA)
- Network+ certification
- Cisco Certified Network Professional (CCNP) or Cisco Certified Design Associate (CCDA) certification
- Certified Information Systems Security Professional (CISSP) or Security+ certification
- Cisco DNA or Cisco ISE experience
- Operational and technical experience relative to the installation, configuration, and support of Linux and/or Windows Server operating systems.

## **BENEFITS**

The Judiciary offers a comprehensive benefits package that includes, in part, paid holidays, paid vacation and sick leave, life insurance, health benefits, long-term care insurance, flexible benefit programs, Federal Employees Retirement System, and Thrift Savings Plan. For more information about the major benefits offered, [click here](https://www.uscourts.gov/careers/benefits) or go to: <https://www.uscourts.gov/careers/benefits>.

## **OTHER INFORMATION**

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- Applicants selected for interviews must travel at their own expense.
- The selectee is subject to a background investigation and subsequent favorable suitability determination with periodic updates every five years thereafter.
- Federal court employees are appointed under the excepted service.

- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review on the [US Courts website](#).
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- The U.S. Court of International Trade (USCIT) is an Equal Employment Opportunity Employer.

## HOW TO APPLY

For consideration, application packages must include:

1. a cover letter detailing relevant experience and how you satisfy the qualifications for the position;
2. a résumé; and
3. an [Application for Judicial Branch Federal Employment](#) (AO 78). The AO78 Form is available on the U.S. Courts website at [www.uscourts.gov](http://www.uscourts.gov).

Complete applications packages containing the items above may be sent by email to: [applications@cit.uscourts.gov](mailto:applications@cit.uscourts.gov). The documents should be sent as a single PDF attachment. Include the title of the position and vacancy announcement number in the subject line of the email.

Failure to submit a complete application will not be considered. Only applicants selected for an interview will be notified. All application information is subject to verification. The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.