



SUSAN SOONG
Clerk of Court

San Francisco Division
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Oakland, CA 94612

San Jose Division
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San Jose, CA 95113

**Eureka-McKinleyville
Division**
3140 Boeing Avenue
McKinleyville, CA 95519

CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

The United States District Court is an equal opportunity employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Systems Technology Administrator

Classification Level: CL-28

Salary Range: CL28: \$70,866 - \$115,157, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: December 12, 2018

Closing Date: Open Until Filled Number of Positions: 1

POSITION OVERVIEW

This position is located in the Clerk's Office and serves Clerk's Office staff, judges and chambers staff. The Systems Technology Administrator coordinates and oversees the court unit's information technology networks and systems. The incumbent performs both routine and complex network administration systems duties, including developing standards, recommending networking and/or systems infrastructure changes, and coordinating and implementing network security measures. The Systems Technology Administrator is responsible for high-level and long term design and analysis of the court unit's network system.

Representative Duties

- Analyze needs, coordinate, and configure computer network systems to increase compatibility and share information. Determine computer software and hardware needed to set up or alter systems.
- Develop, install, and customize routines for new program rollouts.
- Setup and install HR gigabit POE network data switches, troubleshoot workstation network issues, and analyze solutions to problems and make recommendations.
- 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.
- 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 test and applied in a timely fashion.
- Provide on-site network support for divisional offices and remote hearing locations.
- Supervise on-site vendors. Participate in district-wide network projects.
- Lead project teams in managing information technology projects and implementing and integrating systems with other networks.
- Perform other related duties or special projects, as assigned.

QUALIFICATIONS

Minimum Qualifications: Two years of specialized experience, including at least one year equivalent to work at the CL-27; For placement above the step 2, at least two years of specialized experience equivalent to work at CL-27

Specialized Experience is progressively responsible experience related to the technical aspects of data processing, office automation, and data communications, and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration, and management.

COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Judicial Salary Plan. Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Interviewing Non-Citizens and Making Offers of Future Employment: Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Equal Opportunity Employer

APPLICATION PROCEDURE

Applicants must submit the following: 1. Cover Letter and 2. Resume 3. Three professional references

Go to our agency website at <http://www.governmentjobs.com/careers/uscourtsand> to submit the online application, along with the above-listed documents. Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when the online application and all required attachments, in the appropriate format, are received the Human Resources Unit. Applications and/or attachments received after the closing date may not be considered.
