

**UNITED STATES PROBATION OFFICE  
MIDDLE DISTRICT OF NORTH CAROLINA  
VACANCY ANNOUNCEMENT/POSITION OVERVIEW  
Vacancy Number FY155G4**

**CAREER OPPORTUNITY**

**POSITION:** Network Administrator (Temporary Full-Time Which May Become Permanent) \*

**POSITIONS AVAILABLE:** One – **OPEN UNTIL FILLED.** The initial cutoff date will be June 12, 2015. Applications received by the initial cutoff date will receive initial consideration.

**AREA OF CONSIDERATION:** Nationwide (Within the Judiciary Only)

**EMPLOYMENT TERM:** Under this vacancy, the Network Administrator position is a temporary full-time position with an employment period of one year and one day. Temporary Indefinite positions may be extended; converted to permanent status; or converted to full-time permanent status without further competition--subject to need and available funding.

**OPENING DATE:** 05-27-2015

**SALARY RANGE:** \$46,835 to \$91,275

**CLOSING DATE:** 06-12-2015 (1<sup>st</sup> Cut off)  
**OPEN UNTIL FILLED**

**GRADE RANGE:** CL 27 to CL 28

**LOCATION:** Greensboro, North Carolina \*\*

\* Starting salary commensurate with qualifications. Position(s) subject to availability of funding.

\*\* Divisional offices are located in Greensboro, Winston-Salem, Durham, Salisbury, and Rockingham.

\*\* Duty station assignment is at the discretion of the Chief U. S. Probation Officer \*\*

**SUMMARY OF DUTIES AND RESPONSIBILITIES:**

The Network Administrator oversees 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 oversees major national systems and those developed or customized for local use. The Network Administrator works with management in the planning, design, maintenance, and support of networks and systems to improve efficiencies. Travel to divisional office locations and the installation of moderately heavy automation equipment is required. Some night and weekend work may be required.

For your convenience, detailed position descriptions are available on our website @ <http://www.ncmp.uscourts.gov/current-employment-opportunities>

## QUALIFICATIONS:

The successful candidate must be a U.S. citizen, U.S. national, or a lawful permanent resident “seeking citizenship.”

The chart below shows the minimum amounts of experience and/or education required to qualify at the CL-27 or CL-28 level.

<b>Level</b>	<b>Minimum Experience and/or Education Requirements</b>
CL-23	High school graduation or equivalent, and three years general experience; <b>or</b> Completion of the requirements for a bachelor's degree from an accredited college or university.
CL-25	One year of specialized experience equivalent to work at the CL-23; <b>or</b> Completion of the requirements for a bachelor's degree from an accredited college or university.
CL-27	Two years of specialized experience, including at least one year equivalent to work at the CL-25; <b>or</b> Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements: <ul style="list-style-type: none"><li>• An overall "B" grade point average equaling 2.90 or better of a possible 4.0;</li><li>• Standing in the upper third of the class;</li><li>• "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or</li><li>• Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law or, other field closely related to the subject matter of the position.</li></ul>
CL-28	Two years of specialized experience, including at least one year equivalent to work at the CL-27; <b>or</b> Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position.

### Definitions

#### General Experience

Progressively responsible experience that provides evidence the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

#### Specialized Experience

Progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

### **PREFERRED QUALIFICATIONS:**

Prior systems experience within the “Judiciary” is preferred. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, high integrity, good mature judgment, and initiative; and must maintain a professional appearance and demeanor at all times. Additional preferred qualifications include the ability to meet with the public; the ability to work harmoniously with others; and the ability to communicate effectively--both orally and in writing. The successful candidate must also be flexible; conscientious about detail and accuracy; and must be able to balance the demands of varying workload responsibilities and deadlines.

### **BENEFITS:**

- ◆ Accrued annual leave and sick leave. Paid holidays each year (where applicable).
- ◆ Periodic salary increases based on acceptable performance of duties.
- ◆ Employee cost index and locality pay increases, subject to approval by Congress and the Executive Committee of the Judicial Conference.
- ◆ Participation in the Federal Employees Group Health Insurance program offers numerous plans. (Government contributes large share of premium and employee’s share may be deducted “pre-tax” from gross salary.)
- ◆ Federal Employees Group Life Insurance program offers variety of options. Long Term Care and Disability Insurance policies are also available.
- ◆ Flexible Spending Account available to pay out-of-pocket medical, dependent care, and parking expenses from “pre-tax” salary.
- ◆ Participation in the Federal Employees Retirement System (FERS) which includes Social Security and an optional tax deferred savings/investment plan.
- ◆ Numerous training opportunities.

## APPLICATION PROCEDURE

Visit our website at <http://www.ncmp.uscourts.gov/current-employment-opportunities> for an application package which includes the current Network Administrator vacancy announcement, position descriptions, and “fillable” AO-78, Federal Judicial Branch Application for Employment form.

To be considered for this position, a completed AO-78, Federal Judicial Branch Application for Employment form with a cover letter (not to exceed two typed pages) summarizing your educational background, qualifications, skills, and abilities relevant to this position, must be emailed to [hr@ncmp.uscourts.gov](mailto:hr@ncmp.uscourts.gov) no later than June 12, 2015. Application packets received by June 12, 2015 COB will qualify for the initial cutoff date; application packets emailed and received after the initial cutoff date will then be considered for interview until the position is filled.

### Employment contact information:

Questions should be directed to Wesley Sharpe, Personnel Specialist through the Employment Line at (336) 358-4238.

The most qualified applicants will be contacted (by telephone) for interviews. In lieu of position closing letters, closing information will be posted on our external website at <http://www.ncmp.uscourts.gov/current-employment-opportunities>

Applicants must possess a valid driver’s license.

By statute, employees must be U.S. citizens, U.S. nationals, or a lawful permanent resident “seeking citizenship.”

**This is a “High-Sensitive” position.** As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one.

The Court is not authorized to reimburse candidates for travel in connection with testing, interviews, or to pay relocation expenses to the successful candidate.

**Special Note:** This “at will” position shall be considered “FILLED” if it is determined that no other applications are deemed necessary by the United States Probation Office. This vacancy may be amended or withdrawn at the discretion of the Chief U. S. Probation Officer.

This position is subject to mandatory Electronic Funds Transfer (EFT) participation for payroll deposit.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY  
EMPLOYER**