

UNITED STATES DISTRICT COURT

Western District of Kentucky

Announcement Number 25-02



POSITION: Systems Administrator
DUTY STATION: Bowling Green, Kentucky
STARTING SALARY: CL 28 (\$70,894 - \$115,213)
CLOSING DATE: Friday, April 25, 2025 or Until Filled

POSITION OVERVIEW:

This position is located in the U.S. District Court for the Western District of Kentucky, in Bowling Green. The Systems Administrator coordinates and oversees the court unit's information technology servers. The Systems Administrator performs routine administration to the servers and implements complex updates, including developing systems documentation and data network security. The incumbent performs server troubleshooting and triage during service failure scenarios and participates in intense investigations to determine the root cause and develop corrective actions. The incumbent ensures effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments. Duties also include collaborating with supervisors, managers, executives, and judges locally as well as at other court units. This position will also provide a variety of administrative, technical, and clerical assistance as needed to ensure the smooth and efficient flow of operations of the Clerk's Office and the Court.

REPRESENTATIVE DUTIES:

- Provide technical expertise as a team member in the development and operational support of the court's systems and services.
- Design, test, and deploy new or enhanced servers including resident software services.
- Perform server troubleshooting and triage during service failure scenarios and participate in detailed investigations to determine root cause and corrective actions.
- Support the court's current LAN/WAN network environment and integration into future unified communications networking systems.
- Ensure effective and efficient server maintenance and operations workflow and practices to help improve ability and performance of systems and dependent environments.
- Provide hardware and software support for Windows Server and Redhat Linux operating system environments. Provide troubleshooting support for the court's case management system, locally developed ECF and e-Filing systems, Active Directory, IIS, Informix, Exchange and SQL Servers, and other court-developed software applications and services.
- Create, maintain, and enhance data backup and recovery procedures and practices.
- Conduct comprehensive data security assessments and provide feedback for network security through hardware and/or software solutions.
- Analyze and research procurement needs relating to the purchase of new server hardware and dependent accessories including software utilities and backup tapes.
- Create and maintain systems documentation.
- Manage Court intranet and internet pages, ensuring information is accurate, updating frequently and providing end-user support for both internal and external contacts as needed.

- Assist with preparation, coordination, and implementation of office reorganization and/or space moves. Act as receiving clerk for IT equipment. Assist disposal officer with disposal of equipment and furniture. Maintain related records.
- Provide administrative assistance to managers, supervisors, and other staff, as required.
- Some travel to divisional offices will be required. Extended or flexible work hours will be required occasionally.
- Perform other duties as assigned.

QUALIFICATIONS:

A bachelor's degree from an accredited college or university is preferred, as is experience in a court or related legal field. Familiarity with CM/ECF is preferred. Applicant must have:

- At least 3 years of work experience, with at least 2 years of specialized experience as outlined below; *or*
- 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, software engineering, computer engineering, or other fields closely related to the subject matter of the position.

Specialized Experience is progressively responsible clerical or administrative experience designing, implementing or maintaining computer systems that included completing computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.

Candidates must also demonstrate:

- Excellent organizational skills and experience handling multiple tasks at once
- Superior customer service skills and excellent oral and written communications skills
- Knowledge of legal terminology and processes
- Demonstrated ability to work with a variety of automated systems
- Ability to communicate effectively and respectfully with customers at all levels

BENEFITS:

For more information the benefits available to you as an employee of the federal judiciary, please review the extensive benefits section of the United States Courts website at

<https://www.uscourts.gov/careers/benefits>.

Benefits Available Include:

- 13 days paid vacation per year for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- A minimum of 11 paid holidays per year
- Federal Employees Retirement System and Thrift Savings Plan
- Credit for prior federal government service
- Employee Assistance Program

- Optional Health, Dental, Vision, and Life Insurance Programs
- Optional Flexible Spending, Health Savings, and other Pre-tax Accounts for Health Care, Child Care, Vision and Dental, and Commuter and Parking expenses
- Telework up to two days per week after initial 90-day introductory period

INFORMATION FOR APPLICANTS:

- Employees of the U.S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees.
- Applicant must be a U.S. citizen.
- As a condition of employment, an FBI Background Investigation is required.
- This position is regular and full-time.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- Occasional travel within the district may be required.
- Only the most qualified applicants will be interviewed.
- We will not pay relocation or interview travel expenses.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position earlier than the closing date listed, any of which may occur at any time and without notice.
- Employees of the U.S. Courts are required to adhere to the [Code of Conduct for Judicial Employees](#).

HOW TO APPLY:

Go to:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=pex2sd8r&pos=25-02>

You will need the following as three (3) separate PDF documents:

1. A cover letter describing your relevant experience
2. Your resume
3. Three professional references

For additional information on the United States District Court, visit our web site at

<https://www.kywd.uscourts.gov>.

AN EQUAL OPPORTUNITY EMPLOYER