



**United States District Court  
District of Rhode Island  
One Exchange Terrace  
Providence, RI 02903**

**Announcement:** 22-03  
**Position Title:** Network Administrator  
**Position Type:** Full Time  
**Salary Range:** CL27 \$59,299 - \$96,375 (Based on qualifications)  
**Opening Date:** December 2, 2022  
**Closing Date:** Open until filled  
**Location:** U.S. District Court, Once Exchange Terrace, Providence, RI

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### **Position Overview**

Be part of the federal judiciary where high-level, cutting-edge technology serves the administration of justice! The Information Technology Department of the U.S. District Court and U.S. Probation Office for the District of Rhode Island in Providence is seeking qualified applications for the position of IT Support Specialist. The District of Rhode Island has two buildings that house the Court and the Probation Office in Providence, providing services to almost 90 employees. The office is headquartered in the District Clerk's Office in Providence. The IT Department is an exciting, innovative, and fast-paced environment designing IT solutions and aiding judges and court personnel in the administration of justice. This position will join a staff of five technology professionals and will report to the IT Director.

The Network Administrator coordinates and oversees the court unit's information technology network infrastructure. The Network Administrator performs routine administration and implements complex updates, including developing systems documentation. The incumbent evaluates service failures, participates in-depth investigations to determine the root cause of the failure, and develops corrective actions. The incumbent ensures effective and efficient network maintenance practices to help improve availability and performance of systems and dependent environments.

### **Representative Duties**

- Manage server and storage infrastructure, including physical and VMware virtual servers.
- Perform audits and upgrades to existing server and storage infrastructure, including VMware, Windows Active Directory in a multisite environment, server replication, back-ups, and restoration.
- Follow change management and patch management policies ensuring successful and undistruptive upgrades of servers, including proper testing techniques.
- Evaluate and modify procedures, protocols, data security, and backup plans partnering with fellow IT team members. Protect data from loss by designing, monitoring, testing and verifying the disaster recovery plan.
- Perform regular testing of Continuity of Operations and Disaster Recovery plans.
- Perform performance tuning, capacity planning, and configuration of server infrastructure with a keen awareness to wide area network traffic flow.
- Must be able to work in fast-paced environment on a small team, including some after-hours on-call support.
- Responsible for ensuring availability, reliability and integrity of servers.
- Assess current Active Directory domain configurations and design for multisite environment to form recommendations and implement changes following best-practices.

- Advise management in all aspects of network automation needs, objectives, and capabilities, including anticipation of future requirements and potential problems.
- Solid understanding of local area and wide area network traffic flow and bandwidth limitations imperative.
- Provide network analysis, modify and coordinate changes and support for VMware infrastructure, Virtual Servers and storage partnering with other IT team members.
- Stay current with technological developments in systems administration technology and recommends ways to utilize new technology to reduce operational costs or improve efficiencies, including open-source technologies.
- Work closely with information technology professionals within the district and circuit to ensure operational integration and efficiency. Interact with IT professionals at the AO and counterparts in other districts to exchange information on new developments.
- Experience in SharePoint and Microsoft Office365 OneDrive preferred
- Adhere to the court's internal control procedures.
- Performs other duties as assigned

#### **MINIMUM QUALIFICATIONS:**

The successful candidate must possess good judgment, maturity and tact; be dependable, responsible and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work quickly and harmoniously with others in a team-based environment; and present a poised, professional appearance and demeanor at all times. This position requires exceptional ability to communicate, articulate, and relate to coworkers and others with professionalism and integrity, as well as superb organizational, people and time-management skills with the ability to juggle many changing priorities and demands at the same time with limited supervision.

#### **GENERAL AND SPECIALIZED EXPERIENCE:**

- A bachelor's degree or higher in the information technology field from an accredited institution is preferred.
- Five years of professional IT experience is preferred.
- Five years experience with VMware server virtualization and Virtual Desktop (VDI) Administration.
- Microsoft Certified Solutions Expert (MCSE): Core Infrastructure highly preferred
- Ability to identify new products and solutions to implement new technologies.
- Knowledge of theories, principles, practices and techniques of computer hardware and software applications.
- Experience with WAN and LAN traffic flow in relation to disaster recovery and data movement.
- Experience with Active Directory, DNS, DHCP, and DFS
- Experience with Windows and SQL Servers.
- Familiarity with Microsoft Office365, Sharepoint and OneDrive preferred.
- Highly self-motivated, extremely detail-oriented and organized.

#### **COURT PREFERRED SKILLS/EXPERIENCE:**

- Experience with U.S. Courts network environment.

**ADDITIONAL INFORMATION:**

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States District Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a background investigation (including references, criminal history, and credit history) as a condition of employment. The person selected for this position will also be required to submit fingerprints for an FBI background check.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.

**HOW TO APPLY:**

Qualified applicants should submit an original:

- Letter of interest
- Detailed resume
- Completed Application for Judicial Employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>);

Email\* **your application materials** to:

U.S. District Court  
Attn: Human Resources, #22-03  
One Exchange Terrace  
Providence, RI 02903-1779  
[HR@rid.uscourts.gov](mailto:HR@rid.uscourts.gov)

\*Please include “Network Administrator 22-03” in the subject line of your email. *All documents should be in Adobe PDF format.*

Only applicants who are selected for interviews will be contacted by the Court. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**