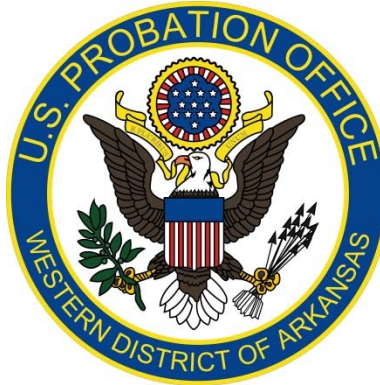


UNITED STATES PROBATION OFFICE  
Western District of Arkansas



## NOTICE OF VACANCY

**ANNOUNCEMENT #:** 14-USPO-06

**POSITION TITLE:** Network Systems Engineer

**LOCATION:** Fort Smith, Arkansas

**CLASSIFICATION LEVEL:** CL-27 (\$46,365 - \$75,407) Table 01  
CL-28 (\$55,579 - \$90,375)

*This is a full-time permanent position with promotion potential to a CL-28 without further competition, based on performance and funding availability. Starting salary commensurate with experience and qualifications.*

**OPENING DATE:** Thursday, August 21, 2014

**CLOSING DATE:** Open Until Filled - First application review date September 8, 2014.  
Applications received by that date will be given preference.

**STARTING DATE:** TBD

## **POSITION OVERVIEW**

The United States Probation Office for the Western District of Arkansas is currently accepting applications for the position of Network Systems Engineer. There are six divisional offices within the Western District of Arkansas: Fort Smith, Fayetteville, Hot Springs, Texarkana, El Dorado, and Harrison. Assignment of this position is in the Fort Smith office.

## **DUTIES & RESPONSIBILITIES**

- 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 district, ensuring that the changes can be implemented with minimal disruption to the district.
- 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.
- 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 provider 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 divisional offices.
- Supervise on-site vendors. Participate in district-wide network projects. Prepare and propose automation funding needs for fiscal budget. Recommend actions to cover projected shortfalls.
- 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

## **REQUIRED KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of theories, principles, practices, and usage of computer hardware and software. Thorough knowledge of data communications, data security, and privacy techniques. Knowledge of office database design. Thorough knowledge of capabilities, limitations, and functional applications of information technology. Knowledge of operating systems, servers, and workstation products. Knowledge of Local Area Networks (LANs) and Wide Area Networks (WANs), including systems security standards. Knowledge of flowcharting, form design, and control procedures. Knowledge of, and skill in, information technology management. Skill in meeting established deadlines and commitments.

Skill in analyzing needs and requirements for supporting various server and workstation based applications over a LAN and WAN environment. Skill in coordinating information technology projects with senior management. Skill in analyzing, interpreting, and presenting research findings to prepare design specification.

Ability to communicate effectively (both orally and in writing) to individuals and groups to provide information. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to provide presentations and technical briefings in non-technical terms for probation staff on automated systems-related topics.

Work is performed in an office setting. Employees are required to lift and move moderately heavy items, such as computer equipment. Regular work during non-business hours and weekends is required. Overnight travel to divisional offices, other locations, and to attend meetings and training events is required.

### **SELECTIVE FACTORS**

- Familiarity and experience with:
  - Network management in Windows Server 2003 or above, UNIX/Linux
  - Network servers, switches, routers, cabling
  - Network protocol (TCP/IP)
  - VLANs, Virtualization
  - Backup devices
  - Wireless technologies
  - Mobile devices (iPhones, iPads, Androids, Surface Pro, etc.)
- Familiarity with one or more of the following software applications:
  - Adobe Acrobat                      Symantec Anti-Virus
  - Drupal or other CMS              VMWare
  - Informix or MySQL                WordPerfect
  - Lotus Notes                         Microsoft Office products (Word, Excel, Access, etc.)

### **COURT PREFERRED SKILLS**

- Bachelor's degree in Computer Science or closely related field
- Additional certifications preferred: MCSE, Network+, CCNA, CCSP, CISSP, SSCP, or GSE
- Programming skills in one or more of the following:
  - .NET                                  Java                                  Python
  - C or derivatives                  Javascript                          Ruby
  - Cold Fusion                        Perl                                  SQL
  - HTML                                PHP                                  Unix/Linux shell scripting

### **QUALIFICATION STANDARDS**

Professional administrative positions involve analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. They require the application of theoretical and practical knowledge of a particular administrative or technical field acquired through education and/or experience.

Level	Minimum Experience
CL-23	High school graduation or equivalent and three years of general experience
CL-25	One year of specialized experience equivalent to work at a CL-23 OR completion of a bachelor's degree
<b>CL-27</b>	<b>Two years of specialized experience, including at least one year equivalent to work at a CL-26</b>
<b>CL-28</b>	<b>Two years of specialized experience, including at least one year equivalent to work at a CL-27</b>

\*CL-23 and CL-25 listed for reference only.

**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.

**Educational Substitution:** Completion of the requirements for a bachelor's degree from an accredited college or university and superior academic achievement requirement may be substituted for specialized experience at the CL-27 level. Completion of a master's degree or two years of graduate study from an accredited university in a field closely related to the subject matter of the position may be substituted for specialized experience at the CL-28 level.

## **BENEFITS**

Employees of the U.S. Probation Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance, long term care coverage, long term disability coverage, vision, dental, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

## **APPLICATION PROCEDURES**

Qualified applicants should submit a complete applicant's packet which includes: a letter of interest, a current and detailed resume, three references, and a completed Application for Judicial Branch Federal Employment (Form AO-78).

Applications may be downloaded from our website <http://www.arwp.uscourts.gov/index.php/employment>. GPA must be reported on the application form or resume. The letter of interest should address the required experience and education, as well as the required knowledge, skills, and abilities possessed. Application materials that do not adhere to the procedures above may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained.

Email your complete packet to: [hr@arwp.uscourts.gov](mailto:hr@arwp.uscourts.gov) (single PDF document preferred). Please reference the vacancy announcement number in the subject of the email.

Due to the anticipated volume of applications received, only candidates who are selected for interviews will receive a response regarding their application. Receipt of your packet will be acknowledged via automatic email reply. All applicants who participate in the interview process will receive a phone call or a written response if they are not selected.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

## **ADDITIONAL INFORMATION**

Applicants must be U.S. citizens or eligible to work in the United States.

This position is considered a "high sensitive" position. Prior to appointment, the selectee considered for this position is required to undergo a FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation with periodic updates every five years thereafter.

The U.S. Probation Office requires employees to adhere to a Code of Ethics and Judicial Conduct, which is available to applicants for review upon request.

Judiciary employees serve under excepted appointments, are considered at-will employees, which means that employment may be terminated at any time by either the employer or employee, with or without cause.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice.

If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, a candidate may be selected from the original qualified applicant pool.

The U.S. Probation Office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources.