



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN
OFFICE OF THE CLERK**

Vacancy Announcement #: 25-03

Network Administrator

Location: Milwaukee and/or Green Bay

CL-27 - \$61,840 - \$100,550 *

***Starting salary commensurate with work experience**

Position will be open until filled, with preference given to resumes received by March 17, 2025

Position Overview

The Network Administrator is part of the Information Technology team that is responsible for the implementation and coordination of specifically assigned automation projects for the court unit. The Network Administrator maintains the day-to-day operations and support of court IT infrastructure, such as a Hyper-V virtualized environment, Windows and Linux servers and a Cisco network. The position is the key person responsible for maintaining and improving these systems; and under the direction of the Director of I.T. may meet with end users to analyze their needs to implement solutions and perform moderately complex troubleshooting for hardware and software systems. This position may be located in Green Bay or Milwaukee, but requires regular travel between our Milwaukee and Green Bay Courthouses.

Representative Duties

- Coordinate and link computer systems within an organization to increase compatibility and share information. Determine computer software or hardware needed to set up or alter systems. Train users to work with computer systems and programs. Diagnose hardware and software problems. Maintain and administer computer networks and related computing environments, including computer hardware, systems, software, and all configurations. Recommend changes to improve systems and configuration, as well as determine hardware or software requirements related to such changes. Maintain network security.
- Develop and implement short-term and long-range automation improvement plans for the court, ensuring that the changes can be implemented with minimal disruption at the court site. Perform data backups. Plan for disaster recovery operations and testing including network performance, security, anti-virus, intrusion, prevention, web usage/monitoring, design and acquisition of servers. Produce useful system documentation and perform system startup and shutdown procedures.
- 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 to protect data, software, and hardware.
- Design, configure, and implement computer hardware and operating system software. Develop standard guidelines to guide the use and acquisition of software and to protect vulnerable information.
- Monitor systems for potential vulnerabilities in, and threats to, existing and proposed technologies and notify appropriate managers/personnel of the risk potential.
- Performs other duties as assigned including Help Desk support.

Required Competencies

- Extensive experience with Windows, Linux, and Mac operating systems.
- Experience with administering Hyper-V and VDI.
- Experience with Active Directory, DNS, DHCP.
- Experience with GPOs and basic PowerShell scripting.
- Must be highly self-motivated, organized, and detail-orientated.
- Must present a professional demeanor, positive personality, and work well in a team environment.
- Skill in analyzing court information technology needs, including software evaluation.
- Must be able to manage multiple priorities and projects with limited supervision.
- Skill in translating and documenting technical terms into non-technical language.

Minimum Qualification Requirements

Requires a minimum of three (3) years of relevant work experience, including knowledge of PC hardware/software to provide excellent technical support for a user base of up to 80. Demonstrated ability to implement, operate, and document IT systems when system analysis, systems integration, and consideration of hardware and software are a part of the experience. Skill in teaching methods, techniques, and processes which are successful in training non-technical personnel.

Preference will be given to candidates with the following qualifications:

- Federal judiciary work experience, along with general knowledge of court functions and operations
- Experience with Hyper-V, Windows Server, Cisco and WAN/LANs
- Bachelor's Degree

Information for Applicants

Position will remain open until filled, with preference given to resumes received by March 17, 2025. Only candidates selected for an interview will be contacted. Submit single PDF to: employment@wied.uscourts.gov including:

1. cover letter,
2. resume, and
3. Form AO 78, Federal Judicial Branch Application for Employment, available at: <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>

- Applicants must be U.S. citizen or eligible to work in the United States
- Federal benefits package
- Employees are required to use the Electronic Fund Transfer [EFT] for payroll deposit
- The selected candidate will be subject to a background check as a condition of employment
- Employees of the United States District Court are “at will” employees and are not included in the Government’s Civil Service classification