



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF KENTUCKY

VACANCY ANNOUNCEMENT 21-01

Position: Security Systems and Network Administrator
Location: Lexington, KY

Opening Date: November 13, 2020
Closing Date: November 30, 2020 or until filled

Salary Range: CL 27 (\$51,208 - 83,210)*
CL 28 (\$61,360 - 99,762)*
*Depending upon qualifications and experience, education, and salary history.

Position Availability: January 18, 2021

Position Overview:

The United States Bankruptcy Court for the Eastern District of Kentucky is accepting applications for a Security Systems and Network Administrator. Reporting to the Director of Information Technology, the Security Systems and Network Administrator will support extensive technology programs and help make possible the delivery of justice in a technology-driven environment. The successful candidate will be in touch with the latest technology and software programs and will become an integral member of our IT Team, interacting with a wide variety of constituents including judges and court staff, the public, trustees, and members of the bar.

About the Court:

Headquartered in Lexington, Kentucky, the United States Bankruptcy Court for the Eastern District of Kentucky serves sixty-seven counties through its six divisions. The Clerk's office staff of 25 processes several hundred case filings each month and supports two active judges and their chambers staff.

Qualifications:

Mandatory:

- Five (5) years of full-time specialized experience
- Strong understanding of IT security best practices and the demonstrated ability to analyze, design, implement security systems, policies, and procedures
- Experience configuring, maintaining, and using Windows Server 2012-2019, Active Directory, and Tenable/Nessus
- In-depth knowledge of the theories, principles and best practices of desktop computer and mobile device hardware and software, data communications and networking components and information technology security
- Significant experience with computer hardware, software, operating systems, mobile devices, LAN/WAN, and communications

- Excellent written and verbal communication skills
- Outstanding leadership qualities including the ability to exercise mature judgment and work collaboratively with chambers, court staff, the Administrative Office of the U.S. Courts, and other agencies
- Self-motivated, results-driven, detail-oriented and organized

Court Preferred:

- Bachelor's Degree from an accredited four-year college or university in computer science, information systems or business discipline
- CISSP, CISM or equivalent certification
- Experience configuring, maintaining, and using Palo Alto Firewalls, SolarWinds, Splunk, CyberArk and other security tools

Representative Duties:

- Administer Windows Active Directory, Group Policies, and Certificate Services
- Administer disk enclosures, Trend Micro security systems (Deep Security and Apex One), Dell Windows servers, and VMware vRA servers
- Administer Veritas backups, disk backup storage and backup tape library
- Manage and support VMware virtual environments, Windows Distributed File System, and replication
- Install, modify, enhance, test, and implement standard configurations for deployment of workstations, servers, and other network components and client software
- Install, configure, and monitor network devices
- Develop automated alerts and reports using Splunk and PowerShell
- Monitor system and network performance
- Manage and support application and operating system updates with multiple tools such as PDQ Deploy, Inventory, KACE or SCCM
- Assist and support authorized vulnerability scanning on systems, networks, databases, and applications
- Participate in Business Continuation/Disaster Recovery infrastructure planning, building, and testing, including network performance, security, anti-virus, intrusion, web usage/monitoring, design, and acquisition of servers
- Troubleshoot systems/network issues, identify/analyze root causes, and implement corrective actions
- Perform preventive maintenance actions including system backups, error log reviews, database size and integrity checks
- Create and document all actions, practices, procedures, and processes
- Manage telephone changes and requests
- Coordinate and manage diverse technical support tasks
- Maintain high satisfaction (both internal and external) through successful and timely resolution of technical problems
- Perform helpdesk related duties and provide on-call support
- Perform other duties and assist with projects and special assignments
- Provide advice and direction to judges and senior managers on matters of IT security, including safeguards and implementation of national initiatives
- Display strong attention to detail and possess organizational skills necessary for handling multiple priorities while successfully collaborating in a fast-paced team environment

Salary and Benefits:

The actual pay level will be established based on the successful applicant's qualifications and experience in accordance with the personnel policies of the federal judiciary. The position does not carry the tenure rights of positions in the competitive Civil Service. Other federal government benefits (e.g., leave, holidays, life and health insurance, long-term care insurance, flexible spending accounts and retirement benefits) are applicable. The position also is subject to mandatory Electronic Funds Transfer participation of net pay. For more information, please visit www.uscourts.gov.

Conditions of Employment:

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

A full government background investigation, including FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally, pending successful completion of the investigation. This position is also subject to updated background investigations every five years.

All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time and for any or no reason.

Miscellaneous:

The United States Bankruptcy Court Eastern District of Kentucky is an Equal Opportunity Employer and has adopted an EEO/Employment Dispute Resolution Plan.

The Court reserves the right to modify the conditions of this vacancy announcement at any time, or withdraw it, without prior notice. Travel to interview and relocation expenses will not be reimbursed.

Application Procedure:

In addition to a detailed resume which includes any certifications and credentials, two professional references, and an Application for Judicial Branch Employment (From AO-78), which is available on the court's website at www.kyeb.uscourts.gov, applicants should provide a cover letter which details their background and how their professional experience relates to the duties of the position. Application packets should be submitted as a single .pdf file to HR@kyeb.uscourts.gov. Applicants who fail to submit a complete application packet risk not being considered, and only qualified candidates will be contacted for an interview.