

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	DATA NETWORK ADMINISTRATOR
Opening Date:	February 10, 2004
Closing Date:	March 12, 2004 (or until filled)
Developmental Salary Range (CL 30):	\$65,512-\$81,232
Full Performance Salary Range (CL 30):	\$81,916-\$106,522

The Circuit Executive's Office has an opening for a **Data Network Administrator**. Persons interested in applying for this position should submit a cover letter and resume by **March 12, 2004 (or until filled)** to:

Cheryl Vessels
Human Resources Manager
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

The person selected for the position will be required to undergo a background investigation.

DUTIES: The incumbent will report directly to the Assistant Circuit Executive for Information and Technology and will be responsible for overseeing and coordinating the management of a large data communications network (DCN), including a mixed NetWare 6 and Windows 2000/2003 local area network (LAN), and a wide area network (WAN) using ZenWorks. Serves as Lotus Notes administrator for the court of appeals. In addition, the successful candidate will serve as the liaison between the courts, the Administrative Office, building managers and contractor for the DCN in all court offices in the Eleventh Circuit. Significant travel throughout Alabama, Florida, Georgia and the District of Columbia will be required.

QUALIFICATIONS: High school graduation, or the equivalent, plus three years specialized experience, including at least one year equivalent to work at CL 29 level.

GENERAL EXPERIENCE: Progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternative solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

SPECIALIZED EXPERIENCE: Progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology. Advanced knowledge of networking software and hardware. Experience with Novell NetWare systems administration (including responsibility for the design, development and installation of PC-based Novell local area networks including NetWare 6) as well as Windows 2000/2003 Server administration and Lotus Notes administration is required. Certified CNE and/or MSCE a plus. Experience with remote support of multiple Novell and Microsoft networks is preferred. Good verbal and written communication skills and the ability to work with people at all levels of the judiciary is also required. Technical training and documentation experience will be considered favorable. Experience with court functions, processes, operations and workflow (including government procurement regulations) is desirable. In-depth knowledge of Windows 2000/2003/XP, Linux, and Sun Solaris operating systems is preferred. Microsoft SQL and IBM Informix databases knowledge a plus. Experience configuring and maintaining an Internet and/or Intranet Web server as well as DNS, RAS, DHCP, and SAN services is highly desirable.

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year
SICK LEAVE	13 days per year
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program, and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program.
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

(revised 5/2003)