VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

VACANCY #2018-03

POSITION:	Network Specialist
TYPE:	Full-Time
DUTY STATION:	Portland, Oregon
SALARY RANGE:	CL-28 ($62,343-$101,308) *(includes locality pay)* Pay is set based on qualifications and experience.

POSITION AVAILABLE: Immediately

POSTING DATE: 02/21/2018

CLOSING DATE: Open until filled – Submit your application by 3/12/2018 to ensure consideration. We will continue to review applications received after 3/12/2018 until the position is filled.

Check the status of this position on the court's website at www.orb.uscourts.gov

The United States Bankruptcy Court for the District of Oregon is looking for a highly motivated individual to join our professional team as a Network Specialist. This position is responsible for maintaining and supporting the court's networks, and developing and implementing IT security policies.

This position is located at our headquarters in Portland, on the Columbia and Willamette rivers, known for its bicycle paths, parks, and proximity to natural wonders such as the Columbia River Gorge, Mount Hood, and the Pacific coast. It's famous for its food trucks, eco-friendliness, coffeehouses with obsessive baristas, microbreweries and distilleries, and public transportation.

POSITION OVERVIEW

The Network Specialist is responsible for maintaining the existing network and/or designing and building new networks to meet the needs of the court; and developing and implementing IT security policies, procedures, and technologies to ensure court IT systems operate optimally and without risk of security breaches. The Network Specialist is a member of the court's IT team and reports to the IT Director.

Essential Job Functions:

Network Administration:

- Maintain and support the court's Local Area Networks (LANs), Virtual LANs (VLANs), and wireless network, including firewalls, switches, UPS systems, wiring & patch panels, and other hardware as assigned.
- Configure, interconnect, and ensure the reliable operation of local area networking switches and endpoints, virtual and physical. Perform troubleshooting during failures, and conduct detailed investigations to determine root cause and corrective actions.

- 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.
- Plan for disaster recovery operations and testing, including network performance, security, anti-virus, intrusion, web usage/monitoring, design, and acquisition of network hardware. Produce useful system documentation, perform system startup and shutdown procedures, and maintain control records.
- Collaborate with IT management and staff, departments, and other agencies in the development, deployment, and support of new network based programs and applications.

IT Security:

- Monitor network infrastructure and components, including all wireless related components to ensure security of data and access privileges.
- Review, evaluate, and recommend IT security best practices, strategies for the remediation of identified risks, and implementation of security measures.
- Develop and maintain local security policies and guidance.
- Review system security logs in accordance with established policies.
- Provide advice on matters of IT security, including security strategy and implementation, to the IT Director, judges, court unit executives, and other court staff.
- Administer and manage network security solutions, including firewalls, Virtual Private Networks, Intrusion Protection Systems, Symantec Endpoint Protection anti-virus (SEPM), Malwarebytes and Websense.
- Respond to security incidents including intrusions, infections, ransomware attacks and other malicious activities detected locally or by the federal judiciary's Security Operations Center.
- Promote awareness of, and provide education on, IT security.

Other Duties:

- Act as receiving clerk including accepting and tagging IT property, and updating locations. Maintain an up-to-date computer related inventory, in accordance with policies and regulations. Identify obsolete and surplus equipment and coordinate disposal.
- Occasional travel to the other office and to attend training.

QUALIFICATIONS

Education and Eligibility Requirements:

- Minimum of a high school diploma or the equivalent.
- Must be a U.S. citizen or eligible to work in the United States.

Knowledge, Abilities, and Experience:

- Advanced knowledge of Cisco and HP LAN/WAN switching and routing products, their use and configuration.
- Advanced knowledge of data communications security and privacy techniques.
- Knowledge and understanding of the steps required to develop secure IT systems and make modifications to ensure that appropriate security measures are in place and are enforced.
- Ability to communicate effectively, both orally and in writing, with individuals and in groups to provide information, facilitate meetings, influence decision-making, write procedures, and provide training.
- Ability to telework from home or an alternate work location in the event the office is inaccessible due to inclement weather or other emergency.

Preferred Work Experience and Qualifications:

- Certification in Microsoft, Linux, Cisco, HP, or similar technologies.
- Bachelor's degree in information technology, computer science or relevant field.
- Experience using Cisco Prime Collaboration Provisioning for IP Telephone system administration.
- Experience managing and configuring mobile devices running iOS operating systems using Airwatch.
- Experience with Sysinternals, Wireshark, and Wide Area Network (WAN).
- Experience using Splunk, Tenable Nessus system log and vulnerability monitoring software, and Websense.
- Experience configuring and administering Symantec Endpoint Protection and MalwareBytes including the configuration and monitoring of management servers; and management of remote access to Court assets utilizing two-factor authentication via Duo Mobile and VPN connectivity.
- Experience with Windows, Linux, and server virtualization.
- Experience with Active Directory, DHCP, DNS, and DFS.
- Security+ or equivalent Certification
- General knowledge of court functions and operations.
- Federal judiciary work experience.

Personal Characteristics:

- Excellent interpersonal skills and the ability to work collaboratively in a team environment.
- Maturity, good judgment, high ethical standards, and a positive work attitude.
- Highly organized and able to multi-task, as well as manage projects and meet deadlines.
- Ability to remain calm and professional in stressful situations.
- Ability to take initiative and work without direct supervision.
- Ability to communicate professionally, both orally and in writing.

APPLICATION PROCEDURES

Email the following list of required application documents to hr@orb.uscourts.gov and reference **Vacancy #2018-03** in the subject line.

Documents must be submitted in a single PDF file in the following order:

(Important: Do not attach multiple documents and make sure your document is a single PDF file in the following order.)

1. ***Cover letter:***
   - Reference job vacancy number **#2018-03**
   - Include an email address in your contact information
2. ***Chronological resume which includes:***
   - education
   - work history
   - names and addresses of employers
   - dates of employment
   - work performed
   - significant accomplishments
3. ***Application for Judicial Branch Federal Employment (Form AO 78) available at****:* *www.uscourts.gov/forms/AO078.pdf*
   - All sections of the application must be completed. Description of Work sections must list pertinent information. Do not type "see resume".
   - After completing the form, please ensure the content you provided saved properly and the form is not blank when you submit with your application documents.

GENERAL INFORMATION

- Applicants must be a U.S. citizen or eligible to work in the United States.
- This is a sensitive position within the Judiciary. The successful candidate is hired provisionally, pending the results of an FBI fingerprint and criminal background check and favorable employment suitability determination.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx
- Excepted service appointments are AT WILL and can be terminated with or without cause by the court.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The best qualified will be contacted for interviews. Candidates for interviews may travel at their own expense or be interviewed via telephone and/or videoconference.
- Candidates not contacted for an interview should check the status of the position on court's website by clicking on the employment link.
- Resumes or enclosures will not be returned.
- This announcement is posted on the court's internet web site at www.orb.uscourts.gov

BENEFITS

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs. Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: http://www.uscourts.gov/Careers.aspx

Health Insurance	**Long-Term Care Insurance**	**Flexible Spending Accounts**
Dental and Vision Insurance	**Life Insurance**	**Commuter Benefit Program**
Paid Leave	**Retirement Program***	**Thrift Savings Plan** (retirement savings plan)

*Employees appointed to a position on or after January 1, 2014 contribute 4.4% of their base pay each paycheck to the Basic Benefit Plan.

The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by sending an email to hr@orb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case by case basis.