



**U.S. Bankruptcy Court,  
Middle District of Tennessee**  
701 Broadway  
Nashville, TN 37203

### **Benefits**

Federal benefits include:

- Paid Vacation
- Sick Leave
- 11 Paid Holidays
- Retirement Benefits to include a defined contribution program (4.4% of gross pay)
- Thrift Savings Plan (TSP), a 401(k)-styled program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Life Insurance
- Disability Insurance
- Paid Parental Leave
- Long-term Care Insurance, which includes medical and dependent care reimbursement.

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Equal Opportunity Employer**

U.S. Bankruptcy Court – Middle District of Tennessee

Career Opportunity # 23-01

## **NETWORK ADMINISTRATOR I**

Position Type:	One year and one day with benefits and the possibility of becoming a permanent position.
Salary Range:	\$50,316 - \$81,771 (Depending on qualifications and experience)
Job Grade:	CL 26 Steps 1-61
Announcement Date:	02/13/2023
Preference Deadline:	OPEN UNTIL FILLED preference for applications received by 03/17/2023
Location:	Nashville, TN

### **POSITION OVERVIEW**

The United States Bankruptcy Court for the Middle District of Tennessee is seeking applicants for the position of Network Administrator I or II. The incumbent's responsibilities include overseeing the judiciary's information technology networks and end-user support activities. The Network Administrator I or II performs network administration as well as help desk administration duties, including installing and configuring computer hardware and software programs, in addition to second-level end-user support. Their duties also include collaborating with supervisors, managers, executives and judges. The court operates in a multi-hardware and operating systems platform environment that includes Linux, Windows, VMware (vSphere and VDI), desktops, laptops and servers.

### **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 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 configuration, as well as determine hardware or software requirements related to such changes. Maintain network security.
- Plan, coordinate, implement and test network security measures to protect data, software and hardware. Monitor and optimize hardware, operating systems, and databases to improve system performance and reliability.
- 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.
- Provide daily system backup and regularly monitor operations of the network equipment and systems. Recommend and install updates to endure continues operation and act as the technical expert in solving network and related computer systems problems. Install security, operating system patches, and database software upgrades. Provide file server maintenance and troubleshoot problems with network equipment.



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### **How to Apply**

Applicants must submit **ONE** PDF document with the following to [applications@tnmb.uscourts.gov](mailto:applications@tnmb.uscourts.gov):

- 1) Cover Letter
- 2) Resume
- 3) Three professional references with contact information.

Please indicate in the subject line of the email, Administrative Support Clerk. Attachments should be submitted as **ONE** PDF document. Other formats are not acceptable.

Applications will be considered complete when all required attachments in proper format are received in the Human Resources Division. Applicants and/or attachments received after the closing date may not be considered.

Unsuccessful applicants will be notified by mail. Interview will be scheduled by phone. **Do not contact the court to inquire about the status of any application or the reason for rejection.**

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- 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.
- Respond to help desk calls and emails, log computer problems, and assist with routine problems. Assist with web access. Provide information and assistance to users on applications such as word processing and data entry. Assist with providing end user training.
- Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems.
- 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.
- Provide support and problem resolution to desktop, system, laptop, printer, mobile computing devices and remote access.
- Prepare and maintain the documentation and standard operating procedures and checklists for end users and other technicians. Troubleshoot hardware and software problems. Perform system support for telephone systems, such as additions, deletions and moves. Analyze help desk logs. Create user accounts. Create local court forms from off the shelf software. Customize programs for local needs and trains personnel in their use. Provide day to day systems backups and verify the validity of data.
- Maintain courtroom audio/visual recording equipment to provide an official record of hearings, dockets and any other court proceedings that require an official record.
- Other duties as assigned.

### **QUALIFICATIONS**

Applicants must be a high school graduate (or equivalent) and have four years of experience in Information Technology.

The ideal candidate will possess a bachelor's degree in an IT related field and at least five years of experience in Information Technology.

### **APPLICANT INFORMATION**

- Applicants selected for an interview may be required to participate in skills tests that assess written and verbal skills, analytical reasoning abilities and computer knowledge.



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- All promotions are subject to approval of the Administrative Office of the United States Courts.
- All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.
- Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking United States citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.
- Only qualified applicants will be considered for this position. Employees of the U.S. Bankruptcy Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.
- The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations.