



**DISTRICT OF NEW HAMPSHIRE**  
UNITED STATES DISTRICT COURT  
BANKRUPTCY COURT  
PROBATION & PRETRIAL SERVICES  
CONCORD, NEW HAMPSHIRE 03301

**SYSTEM ADMINISTRATOR (2019-03D)**

|                      |                  |                      |                       |
|----------------------|------------------|----------------------|-----------------------|
| <b>Location:</b>     | Concord, NH      | <b>Salary Range:</b> | \$64,862 to \$105,400 |
| <b>Opening Date:</b> | February 4, 2019 | <b>Closing Date:</b> | March 4, 2019         |

**Position Description**

The Systems Administrator coordinates and oversees the court unit's information technology servers. The Systems Administrator performs routine administration to the servers and implements complex updates, including developing systems documentation and data network security. The incumbent performs server troubleshooting and triage during service failure scenarios and participates in intense investigations to determine the root cause and develop corrective actions. The incumbent ensures effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments. Duties also include collaborating with supervisors, managers, executives, and judges locally as well as at other court units.

**Representative Duties**

- Serve on the district-wide Network Support Services (NSS) team.
- Using advanced knowledge of networking, operating systems, servers, and multi-tiered architectures with thorough knowledge of LAN/WAN internetworking technologies to troubleshoot.
- Microsoft Administration on premise and COOP environment.
  - Windows Servers
  - Windows Desktops
  - Windows Domain
- Administer VMware server-level virtualization.
  - vSphere
  - Horizon View
  - User Environment Manager
  - Analyzing and troubleshooting complex issues
- Administer VMware desktop-level virtualization including virtual desktop hardware.
  - Creation of master images, snapshots and desktop deployment.
  - Pool creation and assignments.
- Administer SQL Server, IIS, and related applications.
- Develop, implement, and manage IT projects from inception to delivery.
- Design, develop, and maintain new and existing relational databases such as SQL Server, MySQL, and Informix.
- Assist in the day-to-day duties and responsibilities, which include the following: installing and maintaining PCs, laptops, printers, monitors, iPhones, iPads, and related equipment depending on the needs of the office; troubleshooting OS issues, software and hardware associated problems.
- Provide backup support for all courtroom technology.
- Assist in security, operating system patches, database upgrades and continuity of operations.
- Assist in monitoring the network to ensure availability to all system users and perform necessary maintenance.

- Assist in disaster recovery plans, implementation, and testing.
- Creating, reviewing, and modifying procedures, policies, and manuals for all supported systems.
- Coordinating information technology projects with those involved.
- All other duties as assigned.

### **Qualification Requirements**

- A bachelor's degree or higher in the information technology field from an accredited institution is preferred.
- Five years of professional IT systems administration experience is preferred.
- Knowledge of theories, principles, practices and techniques of computer hardware and software applications.
- Ability to identify new products and solutions to implement new technologies.
- Experience with WAN and LAN administration.
- Experience with Cisco networking equipment including routers, switches, and wireless technologies.
- Experience with Active Directory, DNS, DHCP, and DFS.
- Experience with Windows, Linux, and SQL Servers.
- Experience with VMware server virtualization and VDI.
- Knowledge of relational database fundamentals and experience with database applications such as Informix and MySQL.
- Familiarity with Microsoft Office, Windows and Adobe Acrobat preferred.
- Highly self-motivated, extremely detail-oriented and organized.
- Present a professional demeanor, positive personality, and work well in a team environment.
- Possess excellent verbal and written communication skills.
- Must be an innovative and a creative problem solver who can effectively work with management on projects and daily challenges.
- Ability to manage multiple priorities and projects and work with limited supervision.
- Applicants must be U.S. Citizens or meet the exceptions to the statutory restriction on origin non-citizens to work in the federal government in the continental United States.

### **Background Checks**

The selected applicant will be subject to a background investigation by law enforcement agencies and may be required to provide educational transcripts. Specialized testing of the applicant's skills may be required.

### **How To Apply**

Qualified applicants should submit a letter of interest, a resume, and a salary history for the past ten years in one PDF document to Thomas Van Beaver at

[tom\\_vanbeaver@nhd.uscourts.gov](mailto:tom_vanbeaver@nhd.uscourts.gov)

by the close of business on **March 4, 2019**. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. References will not be required until an applicant is considered a finalist. The Clerk of Court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

**The United States District Court for the District of New Hampshire is an equal opportunity employer.**