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### **Clerk's Office Mission Statement**

*"The District Court Clerk's Office serves the public and supports the judiciary by delivering excellent customer service with proficiency, integrity and accountability."*

*The Federal Judiciary is an Equal Opportunity Employer.*



# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

**Announcement:** #24-06  
**Title:** NETWORK ADMINISTRATOR  
**Location:** Grand Rapids, Michigan  
**Position Type:** Full-time, Permanent  
**Closing Date:** Open until filled—*Priority consideration given to those who apply by October 11, 2024*  
**Salary Range:** CL 28 (\$69,551 – 113,078)\*

*\*Starting salary commensurate with work experience, education (if applicable), and current or previous Federal court experience.*

### OVERVIEW

An excellent career opportunity in public service is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time Network Administrator in Grand Rapids, Michigan. The Network Administrator coordinates and oversees network administration for the Court. Eligible for hybrid telework after period of establishment and/or training completed.

The Western District of Michigan was created in 1863 and Solomon L. Withey was named as its first judge by President Abraham Lincoln. Grand Rapids is the main office, with divisional offices in Kalamazoo, Lansing, and Marquette. The district covers the entire Upper Peninsula and the Lower Peninsula from Lansing westward.

Michigan is a beautiful four-season state surrounded by the majestic Great Lakes. Grand Rapids is the second largest city in Michigan located in the heart of the West Michigan area. The city offers outdoor adventures, art & culture, and much more! [Grand Rapids, Michigan Things to Do, Events and Deals | Pure Michigan | Official Travel & Tourism Website for Michigan](#)

### POSITION OVERVIEW

The Network Administrator performs routine as well as complex network administration duties, including developing standards, recommending network infrastructure change, and coordinating and implementing network security measures and vulnerability and patch management. The Network Administrator is responsible for managing user accounts, group policies, and access controls within the Active Directory environment to ensure secure and efficient system operations. The Network Administrator is a member of the Court's information technology team, assists in other areas of the IT department as needed, and participates in ongoing training and professional development. May be required to perform duties during non-business hours. Some lifting of moderately heavy items may be required. Travel to divisional offices, as needed. Performs other duties as assigned.

## BENEFITS

The U.S. District Court offers a generous benefits package which includes:

- 11 Paid Federal Holidays
- Leave Accrual Program
- Paid Parental Leave
- Health, Dental, Vision and Life Insurance
- Participation in the Federal Employees Retirement System (FERS)\*
- Thrift Savings Plan (similar to 401k) with Government Match up to 5%
- Flexible Spending Programs
- Paid Parking
- Employee Assistance Program (EAP)
- A [Public Service Loan Forgiveness Program](#) is available to certain full-time employees with qualifying student loans.

**NOTE:** For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and upon retirement, receive lifetime monthly annuity. Employees appointed on or after January 1, 2014, *automatically contribute 4.4%* of their base pay each paycheck to the Basic Benefit plan.

Additional information about federal judiciary employee benefits and compensation can be found at <http://www.uscourts.gov/Careers.aspx>.

## QUALIFICATIONS

To qualify for this position, the candidate must have a minimum of two years of specialized experience or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in a field closely related to the subject matter of the position. The candidate must have experience with Active Directory.

**Specialized Experience.** Progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully such as experience in network administration, network infrastructure (LAN and WAN), system analysis, Windows systems integration, and information technology project management.

**Required Skills:** The successful candidate must have strong interpersonal skills; the ability to communicate effectively (orally and in writing) with individuals and groups to provide technical information in an understandable format; self-motivated; maintain a professional demeanor at all times; willing to take on new duties; strong organizational, analytical and project management skills; demonstrated experience working in a team environment to deliver professional customer service; exercise good judgment; ability to handle multiple priorities in a fast-paced environment and successfully follow an assigned project to completion; ability to maintain confidentiality, and strong customer service skills.

**Preferred:** Preference will be given to applicants with previous federal court experience; who have five years or more of specialized experience; a bachelor's degree from an accredited college or university in information technology or a field closely related to the subject matter of the position; experience with Windows Server Administration, vulnerability and patch management, Network Infrastructure, computer programming, Office 365, audio visual experience, and advanced troubleshooting.

## CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.)
- Judiciary employees serve under excepted appointments. Judiciary employees are considered "at will" and are not covered by federal civil service classifications or regulations.
- This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages.
- As a condition of employment, the selected candidate must successfully complete a five-year background investigation with periodic updates every five years thereafter. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background investigation.
- The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

## APPLICANT INFORMATION

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.

Reimbursement of travel and/or relocation expenses is not authorized.

All information provided by applicants is subject to verification.

Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

## HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a cover letter that includes a statement that describes how their previous experience has prepared them for this position;
- a detailed resume;
- copy of college transcript (*if applicable*);
- contact information for three professional references, and
- a completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf> (NOTE: Applicants are not required to fill out the Optional Background Information section (Questions 19 – 21) on page 5 of the application).

**Incomplete applications will not be considered.** All required documents must be sent via email as **one PDF** file to [human\\_resources@miwd.uscourts.gov](mailto:human_resources@miwd.uscourts.gov). Position open until filled. Priority consideration will be given to those applicants who apply by **October 11, 2024. No phone calls please.**