

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF SOUTH CAROLINA**

**Announcement No. 16-02**

---

<b>Announcement Date:</b>	March 30, 2016	<b>Closing Date:</b>	April 27, 2016
<b>Position Title:</b>	Windows Server and Security Administrator Full-Time		
<b>Location:</b>	Columbia, South Carolina		
<b>Classification Level:</b>	CL 25 \$39,171 - \$63,664 (depending on qualifications) *Promotion potential to a CL 26 (\$43,140 – \$70,103) without further competition		

---

**DUTIES AND RESPONSIBILITIES:**

The United States Bankruptcy Court for the District of South Carolina has an opening for a Windows Server and Security Administrator in the Columbia Office. This role is responsible for performing a wide variety of daily server management tasks as well as providing recommendations for effective and efficient management of server systems. This position will give the selected individual advanced knowledge and experience in the technical field and expose him or her to various areas of technology. The incumbent ensures the integrity, confidentiality, security and availability of Domain and Windows systems. The representative duties of the position are:

- Provide daily operational support for local Active Directory and trust relationship with a national domain.
- Support Microsoft Server's in three (3) locations to include administration and maintenance of services currently running on Microsoft Windows Server 2008R2/2012R2.
- Troubleshoot complex Windows Server 2008R2/2012R2 and Active Directory server problems.
- Provide support in configuring, implementing, installing, upgrading, maintaining, optimizing and troubleshooting all components of a Microsoft network environment.
- Assist in the development and implementation of automation initiatives for the Court, ensuring that changes can be implemented with minimal disruption.
- Advise Management in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and challenges related to Microsoft networking and Domain Services.
- Provide user support and problem resolution for Microsoft Server systems-related problems.
- Responsible for providing technical support of servers and various software applications including but not limited to Windows physical and virtual hosts running on VMWare.
- Analyze system failures to identify the nature and source of the failure and take corrective actions; and, diagnose computer and peripheral equipment malfunctions as they relate to assigned servers.
- Support IT security best practices, and demonstrated ability to analyze, design, and implement

security policies and procedures.

- Assist in developing policies and procedures to ensure the Windows Servers and Domain User permissions and shares are reliable, secure and managed to prevent and defend against unauthorized access.
- Support the Courts users with IT security-related matters, including assistance with secure access methods, and remote/mobile access.
- Provide Annual Security training to Court personnel utilizing Administrative Office Resources.
- Assist the IT staff and perform other office automation user support and project duties, as assigned.

### **QUALIFICATIONS:**

Applicant must be a high school graduate or equivalent and have at least two (2) years general experience and one (1) year of specialized experience involving use of automation tools, the use of server-class hardware and peripherals, the ability to use specialized terminology and a demonstrated ability to apply a body of rules, regulations, directives and best practices. Education above the high school level in an accredited institution may be substituted for certain of the general and specialized experience. The applicant must be able to multi-task, work well independently or as a team, and maintain confidential information. Must be able to communicate effectively both orally and in writing.

The successful candidate must further possess excellent troubleshooting skills, the ability to focus on detail and respond to competing priorities, and good presentation skills. The ideal candidate is highly organized, responsible and tactful. Candidates should demonstrate initiative and the ability to exercise good judgment, be able to work harmoniously with a variety of staff at all levels of the organization, providing customer service, resolving difficulties and communicating technical information to end users in a manner they can understand. Good computer skills in a Windows environment are necessary, as is the ability to demonstrate strong analytical and problem solving skills. The successful candidate should have the ability to show sound ethical judgment.

Occasional travel to divisional offices may be required. The candidate must have the ability to work one (1) Saturday a month to conduct maintenance to systems and rotate on an on-call schedule.

### **SPECIALIZED EXPERIENCE:**

A Bachelor's degree or higher at an accredited college or university is preferred, as is experience working for the federal judiciary. The successful candidate should also have knowledge of Microsoft Office Suite of products including Office 2013, Office 365, Azure and Sharepoint, as well as, Active Directory mythologies, GPO's and GPPref management fundamentals, Windows BitLocker technology, Security best practices and VMware ESXi Server Support 5.5/6.x. Practical understanding of and experience with Microsoft operating systems, Active Directory & Domain architecture, NTFS permissions, DNS, OS security, systems patching, Adobe Acrobat and scripting skills in Powershell, batch, and/or VB is also preferred.

Preferred qualifications also include knowledge and understanding of the policies and procedures of the Court; knowledge of bankruptcy rules and procedures; demonstrated experience with technology, such as electronic calendars, CM/ECF and courtroom technology equipment. Proficiency in the use of electronic databases and Word or Word Perfect; familiarity with the purpose and format of legal documents; knowledge of federal laws or regulations and/or bankruptcy rules and procedures.

**APPLICATION PROCEDURE:**

Qualified individuals must submit a cover letter and resume, along with three references and a completed Form AO78 to [scbc\\_employment@scb.uscourts.gov](mailto:scbc_employment@scb.uscourts.gov). Applicant must state in the subject line “**Windows Server and Security Administrator 16-02.**” The Form AO78 (Application for Judicial Branch Federal Employment) is available at <http://www.uscourts.gov>.

Appointment to this position is provisional, contingent upon a background investigation, and retention depends upon a favorable determination. All court employees are “at will” employees and therefore the appointee may be removed from this position at any time if the appointee fails to perform at a satisfactory level. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

The United States Courts require employees to adhere to a Code of Conduct; persons selected for interview may request to review this Code at the time of the interview. Expenses for interviews or relocation are not authorized for reimbursement.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice.

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL  
OPPORTUNITY EMPLOYER**