
***** CAREER OPPORTUNITY *****



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN**

Title:	Active Directory Administrator
Position Status:	Full time - Temporary (two years) with potential for extension or conversion to permanent status without further competition
Location:	Grand Rapids, Michigan
Closing Date:	4:30p.m. on March 28, 2016 (<i>Deadline extended</i>)
Salary Range*:	CL 27/1 to CL 27/61 (\$47,390 - \$77,030) <i>*Starting salary dependent upon qualifications & experience.</i>

A great career opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a full-time temporary Active Directory Administrator to be located in Grand Rapids.

Position Overview

The Active Directory Administrator position is a part of the Information Technology team and will transition the Court to Microsoft Active Directory. The incumbent administers the Active Directory of the Court; manages all Active Directory objects, groups, and scripting, and is a primary contributor to the design and implementation of the Active Directory. The Active Directory Administrator provides top-level support to help desk technicians, and also performs direct end user support on the help desk when needed. The incumbent recommends infrastructure changes and assists with planning and implementing relevant security measures. Active Directory Administrators at this level perform advanced maintenance and troubleshooting on hardware, software, and infrastructures. Lifting and moving moderately heavy equipment may be required to move, connect, or troubleshoot computer equipment. Performs other duties as assigned.

Mandatory Qualifications

A minimum of two years of specialized experience (including at least one year at a qualifying level) - or - completion of the requirements for a bachelor's degree from an accredited college or university in computer science, management information systems, computer engineering or information technology or a related field with superior academic achievement. ***Specialized Experience:*** Progressively responsible information technology experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management. The candidate must have excellent communication skills, both oral and written, strong organization skills, customer service skills, and ability to manage several priorities at one time. Microsoft Certified Solutions Expert (MCSE).

Court-Preferred Qualifications

- CompTia A+ certification
- CompTia Network
- Microsoft Office Specialist (MOS) Master certification
- Bachelor's Degree from accredited college or university in computer science or related field
- Experience with transition to Active Directory within the judiciary

Benefits

Incumbent will have access to an excellent benefits package which includes the Federal Employees Retirement System (FERS), Thrift Savings Plan (like 401k), health, life, dental and vision insurance, long-term care insurance, flexible spending program, 10 paid holidays per year, and a leave accrual program. For additional information about employment with the federal courts, please visit www.uscourts.gov/careers.

Conditions of Employment

Applicant must be a U.S. citizen or eligible to work in the United States. 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. Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment. Appointment is provisional and contingent upon successful completion of an FBI fingerprint background check. The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees that is available to applicants for review at the court's web site at www.miwd.uscourts.gov.

How to Apply

For consideration, qualified applicants must provide the following:

- a letter of interest that includes how he/she heard about the posting and includes a statement of how their knowledge, skills and abilities have prepared them for this position;
- a detailed resume, including certification(s) and credentials;
- a list of professional references (including how reference knows applicant); and
- a completed Application for Judicial Branch Federal Employment, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf> .

Incomplete or late applications will not be considered. **Required documents can be sent via mail or email and must be received by 4:30p.m. on March 28, 2016.** If sending via email, please email all required documents in pdf format, preferably in one document, to human_resources@miwd.uscourts.gov . If sending via mail, please send all required documents to: Attn: Personnel Specialist, U.S. District Court, 399 Federal Building, 110 Michigan St. NW, Grand Rapids, MI 49503.

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