

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT
OFFICE OF THE CIRCUIT EXECUTIVE**

Circuit Network Systems Engineer

Job Announcement: #20-14

Position Type: Full-time, Permanent

Location: Circuit Executive's Office
John J. Moakley U.S. Courthouse, Boston, MA

Salary: CL 28 (\$68,324 - \$111,085) per annum
Depending on qualifications and experience

Closing Date: June 14, 2020

Organization: The Circuit Executive's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Circuit Network Systems Engineer. The United States Court of Appeals for the First Circuit is the court of review for decisions by the district courts within the First Circuit, which includes the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Court also reviews decisions by federal administrative agencies, the United States Tax Court, and the Bankruptcy Appellate Panel. The Circuit Executive's Office provides policy development, administrative, technical, and staff support to the judges and court units within the First Circuit.

Duties and

Responsibilities: The Circuit Network Systems Engineer works as an integral member of the Information Technology (IT) Department and reports to the Assistant Circuit Executive for IT. Representative duties include, but are not limited to:

- Managing network systems, including the planning, development, implementation, training, troubleshooting, and support of systems for all court units within the First Circuit;
- Serving as a project lead for all network systems projects at the Circuit level;
- Collaborating with the Administrative Office of U.S. Courts to assist with the implementation of network systems and deployment of national systems for all court units within the Circuit;
- Troubleshooting and resolving systems and network-related issues, and ensuring an effective cyclical maintenance program;
- Providing network and system administration, including developing standards, recommending network and/or systems infrastructure changes, and coordinating and implementing network security measures;
- Designing and analyzing high-level and long-term Circuit network systems;
- Performing other duties as assigned. Some travel may be required.

Qualifications:**Minimum Qualifications:**

- Candidates must have a high school diploma or the equivalent;
- At least five years of work experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to perform the duties of the position. Such experience must include extensive professional network systems management experience;
- Expertise in theories, principles, practices, and usage of computer hardware and software, network switching, and routing protocols;
- Thorough knowledge of data communications, data security, and privacy techniques;
- Advanced knowledge of office database design;
- Extensive knowledge of Local Area Networks (LANs) and Wide Area Networks (WANs), including systems security standards, wireless networks, and firewall technology;
- Advanced knowledge of flowcharting, form design, and control procedures;
- Skill in coordinating IT projects with senior management;
- Proficiency in meeting established deadlines and commitments;
- Skill in analyzing, interpreting, and presenting research findings to prepare design specification;
- Excellent written and oral communication, presentation, organizational, and interpersonal skills, and the ability to work in a team-based environment, are critical.

Court Preferred Qualifications:

- Completion of a bachelor's degree in computer science or related field from an accredited college or university;
- Cisco CCNA Routing and Switching, Wireless, Security Certifications, and/or Cisco CCNP Security Certification is strongly desired.

Benefits:

Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefit programs, long-term care, retirement benefits, and a tax-deferred savings plan. Further details regarding benefits can be found here:

<https://www.uscourts.gov/careers/benefits>

Background Check: The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check, as a condition of employment. Employee retention depends upon a favorable suitability determination.

How to Apply:

Submit the following documents: (1) cover letter, (2) resume, and (3) completed AO-78, Application for Federal Judicial Branch Employment (version dated 02/20) to:

Andrew Burke
Human Resources Administrator
U.S. Court of Appeals for the First Circuit
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 3700
Boston, MA 02210

Applications will also be accepted via email, **in pdf format only**, to: ijobs@ca1.uscourts.gov

The application form (AO-78) is available at <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf> The AO-78 must be signed and filled out completely. Attaching a resume in lieu of the AO-78 or answering the questions on the AO-78 by simply referencing an attached resume is not sufficient. If the AO-78 is filled out electronically and submitted by email, the fillable form must be resaved and submitted as a non-fillable pdf before submission, otherwise the form will appear blank.

Note: Applications that do not include all requested information will be deemed incomplete and will not be considered.

Additional Conditions of Employment:

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All Court of Appeals employees are "*at will*" employees and serve at the pleasure of the Court. The Court will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

EQUAL OPPORTUNITY EMPLOYER