



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

SYSTEMS TECHNOLOGY ADMINISTRATOR

ANNOUNCEMENT NUMBER

26-WAW-01

ANNOUNCEMENT DATE

September 25, 2025/Open until filled; preference given to resumes received by October 15, 2025.

The United States District Court for the Western District of Washington is seeking a highly qualified Systems and Network Administrator to join its consolidated IT Department. This position reports directly to the IT Director and is responsible for the implementation, administration, and support of servers—both on-premises and in the cloud—across the U.S. District Court, including judicial chambers, the Clerk’s Office, and U.S. Probation and Pretrial Services.

The Systems Technology Administrator will manage and support server infrastructure services while planning, developing, implementing, and maintaining systems to improve stability and security. The role provides expert guidance and actionable recommendations to strengthen the Court’s infrastructure and takes a lead role in enterprise-level projects related to servers. Additionally, this position will serve as the backup network administrator when the primary network engineer is unavailable.

This position may be based at either the federal courthouse in Seattle, Washington, or the federal courthouse in Tacoma, Washington. Regular travel to divisional offices is required, and a valid driver’s license is necessary. The Systems Technology Administrator is expected to work on site and to be available in person whenever server or infrastructure support is required (may include work in nights and weekends). Remote work may be approved in a case by case basis and is considered a privilege, not a right. Court policies regarding remote work may change, and the selected candidate must be willing and able to report on site whenever directed.

REPRESENTATIVE DUTIES

Server Administration

- The Systems & Network Administrator is responsible for managing and maintaining the Court’s virtualized environments using Hyper-V (court hosted) and VMware (AO hosted), including the configuration of Microsoft failover clustering and Cluster Shared Volumes to ensure high availability, as well as utilizing iSCSI protocols for storage reliability. This role oversees Active Directory administration, managing users, computers, groups, organizational units, and Group Policy Objects to ensure security and compliance. The administrator also maintains and supports server hardware by configuring DAS/RAID systems for redundancy, implementing NIC teaming, and ensuring high availability. In addition, this position must have knowledge of SQL Server, assisting in the management, performance tuning, backup and recovery operations, and maintaining comprehensive system documentation while routinely visiting data centers to support infrastructure needs.

Strategic Planning:

- Plan and evaluate hardware acquisitions and cyclical replacements to meet performance and capacity needs. Manage software licensing, ensuring compliance and cost efficiency. Assess system and software compatibility for future upgrades and deployment.

	<p>Storage Administration:</p> <ul style="list-style-type: none"> • Manage SAN/NAS storage environments, including provisioning and performance optimization. Administer NetApp and ExaGrid storage solutions. Configure volumes, LUNs, and shares to support user and application needs. Perform capacity planning to ensure adequate storage for current and future requirements. <p>Backup and Recovery</p> <ul style="list-style-type: none"> • Implement and maintain backup solutions, including snapshots, Backup Exec, and Veeam. Test and document recovery procedures to ensure business continuity. <p>System Management</p> <ul style="list-style-type: none"> • Maintain overall system topology and architecture documentation. Monitor system health and performance using tools such as SCOM and SolarWinds. Troubleshoot and resolve system performance issues proactively. <p>Networking Knowledge</p> <ul style="list-style-type: none"> • Configure and maintain routing, switching, and VLANs across the enterprise network. Manage wired and wireless network infrastructure to ensure connectivity and reliability. Monitor network protocols and performance, identifying and resolving bottlenecks. <p>Security Knowledge</p> <ul style="list-style-type: none"> • Manage and monitor network and server ports, protocols, and encryption. Ensure infrastructure complies with federal security policies and standards. Implement security best practices to protect the Court's data and systems. • Completes security documentation and disaster recovery documentation related to the server environment. • Continually improves their technical skills and knowledge of server and network infrastructure by actively seeking out relevant training and education opportunities. • Develops and administers local court security policies and guidance and assists with the remediation of identified risks and the implementation of security measures. • Other duties as assigned.
<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Minimum 5 years of professional systems administration experience, with demonstrated expertise in server and network management in Microsoft Windows enterprise environments in an IT department. • Strong technical knowledge in: <ul style="list-style-type: none"> ○ Active Directory and Group Policy ○ Virtualization (Hyper-V, VMware) ○ SQL Server (administration, performance tuning, backup/recovery) • Storage systems (NetApp, ExaGrid) and enterprise backup/recovery solutions (Veeam, Backup Exec) • Knowledge of network configuration and troubleshooting (routing, switching, VLANs) • Security management and compliance with IT security standards • Experience with Windows operating systems in an enterprise environment (≥100 users) • Working knowledge of enterprise IT asset management and patch deployment utilities • Strong analytical, troubleshooting, and problem-solving skills • Excellent written and verbal communication skills • Ability to write, design, and implement IT policies and procedures • Excellent teamwork and interpersonal skills to contribute positively to team dynamics • Ability to lift and move equipment up to 50 lbs

**INFORMATION FOR
APPLICANTS**

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel (for in-person interviews) or connect via Zoom (for remote interviews) at their own expense.

The United States District Court requires employees to follow the [Code of Conduct for Judicial Employees](#). Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

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, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk’s Office may select a candidate from the applicants who responded to the original announcement without posting the job announcement again.

The United States District Court is an equal opportunity employer and values diversity in the work place.