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## VACANCY ANNOUNCEMENT

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<b>Position:</b>	Systems Manager (Full-Time, Permanent)
<b>Salary:</b>	CL 30 - CL 31 (\$90,170 - \$160,300) Commensurate with qualifications, salary, and experience
<b>Closing Date:</b>	Open until filled

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### Position Overview:

The Court of International Trade is accepting applications for the position of Systems Manager. The position is located in the Technology Development and Support Section (TDSS) of the Clerk's Office. The incumbent serves as the Court's primary technical consultant on Information Technology (IT) matters and is a member of the Clerk's Office management team. The position includes managing all automated systems and initiatives through introduction, application, coordination and integration of all new systems/upgrades into the Court's automation. The Systems Manager reports directly to the Chief Deputy Clerk.

### Duties and Responsibilities:

Representative duties include, but are not limited to: advising Judges, relevant Court Committees, Clerk of Court and Managers in all areas of automation needs, objectives and capabilities, including anticipation of future requirements and problems; developing and implementing short and long-range automation improvement plans; overseeing the administration, operation, back-up, and support of automation, including managing the Court's Local Area Network (LAN), Wireless Local Area Network, Wide Area Network (WAN) environments, remote access systems, IT security and IT Help Desk; ensuring systems operations adhere to applicable guidelines and regulations; adapting and integrating the Court's hardware into the Judicial Data Communications Network; managing the Court's national electronic e-mail system, the Voice over Internet Protocol telephone system, the video teleconferencing system, and the Court's mobile devices; managing and maintaining the Court's Case Management/Electronic Case Filing system; overseeing and directing systems maintenance; researching and recommending system equipment, upgrades and normal operational needs to assist in planning and justifying the Court's IT budget; maintaining the Court's Internet and Intranet web sites; developing and supervising a Continuity of Operations Plan in the event of major systems failure; establishing operating procedures; managing a subordinate staff of five personnel through assigning, advising and approving their work, establishing performance standards, evaluating performance and participating in the recruitment, selection, recommendation and training of subordinate staff.

### Qualifications:

To qualify for the position at the CL 30 level, applicants must have a bachelor's degree in computer science or a computer related field and at least three years of progressively responsible supervisory or managerial experience that provided an opportunity to 1) demonstrate skill in dealing with a diverse group of persons in a work relationship; 2) exercise mature judgment; 3) exercise thorough knowledge of the basic concepts, principles and theories of management; 4) demonstrate ability to manage automated systems in a medium size organization.

It is desired that qualified applicants have deep knowledge of principles and techniques of computer hardware and software, office automation, database design, and data communications with the ability to troubleshoot issues; strong knowledge of IT security principles and best practices; and hands-on experience managing large public access database systems that comply with national standards set forth by the United States Court's Administrative Office. Applicants should have demonstrated ability in overseeing complex LAN/WAN networks, diverse automation environments (server systems, applications and desktop), video-conferencing, digital recording systems, and Internet and Intranet web sites. They should also have management experience with external and internal Help Desk functions and network operating systems. Administrative experience in Microsoft Windows Server 2008 R2 or later, Microsoft Active Directory, Red Hat Linux, Cisco Networking, and VMware environments are strongly preferred.

**Benefits:**

A generous benefits package is available and includes the following: paid annual and sick leave, ten paid holidays, participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Dental and Vision Insurance Program (FEDVIP), Federal Employees Group Life Insurance (FEGLI), Flexible Benefit Program, Long-Term Care Insurance, Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP). The United States Court of International Trade currently offers public transportation vouchers (TransitChek), gym membership, and a Court Achievement Program (CAP).

**Conditions of Employment:**

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. All application information is subject to verification. The selected candidate must successfully complete a 10-year background investigation, a subsequent favorable suitability determination, and subsequent investigations every five years thereafter. Employees of the U.S. Court of International Trade are "at-will" employees and are required to adhere to the Code of Conduct for Judicial Employees. Electronic Funds Transfer (EFT) is mandatory for payroll direct deposit.

**Application Procedure:**

Applicants must submit the following documents to be considered: 1) cover letter, specifying how you satisfy the qualifications listed above, 2) résumé, 3) [Application for Judicial Employment \(AO78\)](#). The AO78 form can be found at [www.cit.uscourts.gov](http://www.cit.uscourts.gov) under About the Court > Human Resources > Pre-Appointment Forms. All applications should be directed via mail (postmarked by the closing date) to: United States Court of International Trade, One Federal Plaza, New York, NY 10278-0001, Attn: Human Resources #16-08, or applications may be submitted via e-mail in one single PDF attachment to: [Human\\_Resources@cit.uscourts.gov](mailto:Human_Resources@cit.uscourts.gov); include the title of the position and job announcement in the subject line. Please use only one method of application. Applications received by September 23, 2016 will receive priority consideration. Failure to submit a complete application will result in non-consideration. Only applicants selected for an interview will be notified.

The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which may occur without prior written or other notice.

**UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER**