

**United States Probation  
District of Vermont  
www.vtp.uscourts.gov**



**Career Opportunity #:** 2025-01  
**Position Title:** Systems Administrator  
Full time Permanent (FTP), Excepted Service  
**Location:** Burlington, VT. This is NOT a remote position.  
**Classification Level:** Court Personnel System, CL 28/29  
**Salary:** \$70,894 – \$137,032  
**Posting date:** 02/21/2025  
**Closing date:** 03/28/2025 (or until position is filled)

**POSITION OVERVIEW:**

The United States Probation Office for the District of Vermont is accepting applications for a full time Systems Administrator located in Burlington, Vermont. The Systems Administrator is responsible for testing and performing routine upgrades of hardware and software, maintaining technical and user documentation for all assigned systems and applications, providing technical support for all systems, ensuring integrity and safety of office data and performing or coordinating all IT support services necessary for the successful operation of all IT systems.

Related responsibilities include providing support to staff either in-person, email or via phone, supporting mobile computing devices including iPhones, iPads, and laptop computers, performing routine backups, disaster recovery, inventory control, and virus spyware protection measures. Reports to Administrative Manager.

**DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities include, but are not limited to the following:

- Respond daily to a wide variety of desktop/laptop hardware and software issues and problems.
- Respond to incoming telephone, voice mail, e-mail and in-person requests for assistance and resolve problems with hardware, software, networking, and other computer related technologies.
- Install images, configure PCs, printers, scanners and other hardware for all employees.
- Install software including desktop operating systems, applications and network operating systems.
- Provide training on new hardware, programs, and databases to users including refresher training as needed.
- Manage internal and external websites, including creating and updating pages and database management.
- Provide day-to-day system backup and regularly monitor day-to-day operations of the equipment and systems.
- Install security, operating system patches, and database software upgrades.

- Handle moves, adds and changes in workstations. Replace defective or inadequate software and hardware.
- Develop and implement short-term and long-range automation improvement plans for the office, ensuring the changes can be implemented with minimal disruption at the court site.
- Plan for disaster recovery operations and testing including network performance, security, anti-virus, intrusion, design and acquisition of servers.
- Produce useful system documentation, and perform system startup and shutdown procedures.
- Manage IP based telephone systems.
- Manage Remote Access Services and accounts.
- Contact outside vendors for procurement and support assistance.
- Maintain and support smart phone and tablet devices.
- Provide status on all projects as needed.
- Maintain an up-to-date computer related inventory, in accordance with policies and regulations.
- Analyze and research need for new hardware/software. Perform all procurement of IT related items.
- Knowledge of and compliance with, [The Code of Conduct for Judicial Employees](#) and court confidentiality requirements.
- Ability to consistently demonstrate sound ethics and judgment.
- Perform other duties as assigned.

**REQUIRED QUALIFICATIONS:**

This is not an entry level position. To qualify at the CL 28 level, the applicant must have 2 (two) years of specialized experience, which provided experience related to computer support, installation and configuration. To qualify at the CL 29 level, the applicant must have a bachelor's degree and at least 3 (three) years of general experience, which provided a working knowledge of automated systems, comprehensive knowledge of computer systems science and administration principles, practices, methods and techniques. Specialized knowledge, skill, and experience are preferred in some or all of the following areas: Experience in any of these systems or software should be expressly noted in your application documents.

**COURT PREFERRED QUALIFICATIONS:**

- Proficient knowledge of Windows 10/11, Windows Server, Active Directory, and VMWare.
- Experience with a variety of technologies such as telephone systems and remote conferencing.
- Knowledge of capabilities, limitations, and functional applications of information technology, including database management and networks.
- Knowledge of operating systems, servers, and workstation products.
- Knowledge of Local Area Networks (LANs) and Wide Area Networks (WANs), including systems security standards.
- Hands-on skill and experience in troubleshooting and repairing personal computers, ability to support related software applications including Microsoft Office Products, Adobe Acrobat and similar applications.
- Ability or aptitude to learn to configure and support network servers and resources.
- Knowledge of data communications security and privacy techniques.
- Skill in analyzing, interpreting, and presenting research findings.
- Skill in coordinating information technology projects with senior management.

The ideal candidate must possess the ability to: (1) communicate and interact effectively with nontechnical users in a professional and supportive manner; (2) learn new operating system languages, applications and operations; (3) meet established deadlines and commitments; (4) lift and manually maneuver a minimum of 50 lbs and (5) travel to our branch offices in Rutland and Brattleboro.

All application information is subject to verification, and claimed experience, certifications, training and references will be verified.

**BENEFITS:**

The United States Probation Office offers a generous benefit package to full-time permanent employee which includes:

11 Paid Federal Holidays	Thrift Savings Plan (401k style)
13 Days Paid Vacation (per year for the first three years)	Life Insurance (optional)
20 Days Paid Vacation (after three years)	Long-Term Disability Plan (optional)
26 Days Paid Vacation (after fifteen years)	Long-Term Care Insurance (optional)
13 Days Paid Sick Leave	Medical, Dental & Vision Coverage (optional)
Participation in Federal Employees Retirement System	
Health, Dependent & Commuter Reimbursement Programs (optional)	

The applicant selected must abide by the [Code of Conduct for Judicial Employees](#) and [The Charter for Excellence](#); demonstrate sound ethics and good judgment at all times; and must display a careful and deliberate approach in handling confidential information in a variety of contexts.

The selected candidate will be subject to a full background investigation as a condition of permanent employment. Employment will be considered provisional until the background investigation is completed, and a favorable employment suitability is determined.

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

**Qualified persons interested in being considered for this position should electronically submit via e-mail a cover letter specifying qualifications in relation to the position, a resume and an [AO 78, Federal Judicial Branch, Application for Employment](#) in PDF format addressed to: [Dori Greene, Administrative Manager](#); at this email: [employment@vtp.uscourts.gov](mailto:employment@vtp.uscourts.gov)** Application packets will not be considered complete unless all items listed above are included. Only one (1) application per candidate will be accepted for this announcement. Travel and relocation expenses will not be reimbursed.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

*The Court provides reasonable accommodations to applicants with disabilities in accordance with the Americans with Disabilities Act. 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 United States Probation Office is an Equal Opportunity Employer.**