



## SYSTEM ADMINISTRATOR

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### NATURE OF WORK

This is technical work providing system support in an office, work-site or department. Work includes monitoring networks and computer operations, assisting users with applications, and ensuring system security and backup. This classification is distinguished from the Senior System Administrator classification in that systems are less complex, single office applications. Work is performed with considerable independence under the direction of the Information Technology Manager or other departmental supervisor.

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### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Monitors and maintains essential equipment including servers, desktops, and printers.
- Assists users with computer needs such as installation and configuration of software/hardware on their PC; troubleshoots problems with user systems.
- Performs workstation and server installations and upgrades (hardware and software).
- Monitors and maintains various software databases to ensure data integrity; secures data by performing and checking tape backups; maintains password and access control.
- Designs and maintains custom applications and databases as well as custom components of commercial applications such as macros and forms.
- Monitors and maintains data collection hardware.
- Investigates and tests new software; keeps current on industry trends.
- Prepares or assists in preparing the office automation budget.

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### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires some lifting, standing, and bending in installing and troubleshooting equipment. Work includes providing on-call technical support.

### MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in computer science, and three to five years of experience in systems administration; or any equivalent combination of education and experience that provides the following knowledge, skills and abilities:



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- Knowledge of the principles of client server technology and network protocol, operating and network equipment.
- Skill with a variety of Windows applications.
- Ability to plan, organize and conduct system analysis, system maintenance and security.
- Ability to troubleshoot user and network problems.

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**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.

## VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995 (“CAA”). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns (“veterans”) may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans’ preference if the veteran cannot claim his or her veterans’ preference.

To be eligible for a veterans’ preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans’ Preference, which is available at [www.senate.gov/saaemployment](http://www.senate.gov/saaemployment).

If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference In Appointments policy by submitting a written request to [resumes@saa.senate.gov](mailto:resumes@saa.senate.gov).

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.