



Vacancy #15-02R
Systems Administrator

United States Bankruptcy Court
Northern District of Georgia

VACANCY ANNOUNCEMENT

Position:	Systems Administrator
Location:	Atlanta, GA
Opening Date:	May 5, 2015
Closing Date:	May 29, 2015 or until filled
Salary:	CL 28/29 (\$58,660 - \$113,415) based upon qualifications

NOTE: Applicants who previously submitted an application for Vacancy #15-02, ECF Systems Administrator, need not apply to be considered for this position.

Description of Duties: The Systems Administrator coordinates and oversees the court unit's information technology servers and provides analysis of user needs, and the current and future needs of the Court. The incumbent is responsible to provide technical expertise as a team member in operational support of the court's Electronic Case Filing ("ECF") systems and services. The Systems Administrator performs routine administration to the servers and implements complex updates, including developing systems documentation. The incumbent performs server troubleshooting and triage during service failure scenarios and participates in intense investigations to determine the root cause and develop corrective actions. The incumbent ensures effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments. Duties may also include collaborating with supervisors, managers, executives, and judges locally as well as at other court units.

- On-going monitoring of server performance and effective management of parameters needed to provide fast responses to front-end users.
- Design, test, and deploy new or enhanced servers.
- Perform server troubleshooting and triage during service failure scenarios and participate in detailed investigations to determine root cause and corrective actions.
- Ensure effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments.
- Provide hardware and software support for Redhat Linux operating system environments, and their operating relation to Windows Servers and/or VMware ESX.
- Provide troubleshooting support for central and locally-developed scripts. Interface with aspects of Active Directory, IIS, Informix, and/or SQL Servers, as well as other court-developed software applications and services.
- Responsible for server creation, maintenance, and enhancement of data backup and recovery procedures and practices.
- Provide for network security through hardware and/or software solutions, specifically as it relates to the server environment.
- Create and maintain systems documentation.
- User administration includes granting permissions, rights; password and identity management.
- Perform other related duties as required.

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Mandatory Qualifications: Three (3) years of specialized experience, plus at least one (1) year of work equivalent to the CL 27 is required to be placed at the CL 28. For consideration at the CL 29, at least three (3) years of specialized experience, plus at least one (1) year of work equivalent to the CL 28 is required.

Specialized experience is defined as progressively responsible experience related to the accomplishment of computer project assignments involving systems analysis, design, programming, implementation, integration and/or management.

- Thorough knowledge of LINUX;
- Working knowledge of Informix or equivalent; and,
- The incumbent must possess excellent presentation, oral, and written communication skills;
- Demonstrated ability to interact with system users in a positive and supportive manner; mature, responsible, and reliable;
- Skill in reviewing procedures, policies, and manuals;
- Ability to manage multiple projects, prioritize work, meet established deadlines and commitments; and,
- Documentation skills are imperative.

Desirable Qualifications:

- College degree in Information Systems Management / Computer Science or related field (commensurate experience may be substituted) from an accredited institution;
- Familiarity with various application software used in the Court – MS Office, Lotus Notes;
- Possess excellent interpersonal, oral, and written communication skills;
- Possess an understanding of operational and financial processes in a court environment;
- The ability to take the initiative to learn new programs quickly.
- Working knowledge of Electronic Case Filing (ECF) application is a plus.
- Working knowledge of the Automatic Docketing Interface (ADI) is a plus.

How to Apply: To apply for this position, qualified applicants should submit: 1) a resume; 2) a cover letter addressing qualifications and relevant experience; and 3) a Form AO 78, Application for Judicial Branch Federal Employment, available on the Court's website at: <http://www.uscourts.gov/Careers.aspx#apply>.

Completed application packages should be submitted electronically to Jason_LeFevers@ganb.uscourts.gov, or via postage to:

Human Resources Manager, Vacancy #15-02R
75 Spring Street, SW, Room 1356
Atlanta, GA 30303.

Preference will be given to those applications received on or before the closing date of May 29, 2015. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

Notice to Applicants: Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check, including fingerprinting, as well as a check of financial and credit records. Applicants selected for an interview will be required to take a short proficiency test at the time of the interview. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct,

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copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

Employment Benefits: Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long term care insurance.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employees contribution).

The United States Bankruptcy Court is an **Equal Opportunity Employer**.