



UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF ALABAMA

Vacancy Announcement: 24-004

Position: Systems Administrator

Location: Montgomery, Alabama

Position term: Full Time

Salary range: CL 27-28 (\$58,030 - \$113,078) – based upon qualifications and experience

Opening Date: Immediately

Closing Date: Until filled

The Clerk's Office of the United States Bankruptcy Court for the Middle District of Alabama is accepting applications from qualified applicants for the position of Systems Administrator. The clerk's office supports two bankruptcy judges and serves 23 counties in Alabama. The primary office is located in Montgomery with satellite offices in Opelika and Dothan. Currently, the clerk's office has 24 employees.

POSITION OVERVIEW

This position is for a systems administrator to manage the LAN/WAN network environment for the bankruptcy court. The position will report to the Information Systems Manager. The administrator is responsible for managing both onsite and cloud-based servers, including daily maintenance, backups, testing, patching and ensuring the systems meet mandated security requirements. The administrator will also manage and configure local network switches to include VLAN management. This position requires frequent and routine coordination with other court units within the Middle District and the Administrative Office of the U.S. Courts. The administrator will also provide helpdesk support to users and training on new products as necessary.

POSITION DUTIES AND RESPONSIBILITIES

- Provide technical expertise as a team member in the development and operational support of the court's systems and services.
- Design, test, and deploy new or enhanced servers including resident software services.
- Perform server troubleshooting and triage during service failure scenarios and participate in detailed investigations to determine root cause and corrective actions.
- Support the court's current LAN/WAN network environment and integration into future unified communications networking systems.
- 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 all versions of Windows Server, VMWare ESX, and some Redhat Linux operating system environments.
- Active Directory, IIS, Informix, Exchange and SQL Servers, and other court-developed software applications and services.

- Responsible for the creation, maintenance, and enhancement of data backup and recovery procedures and practices.
- Conduct comprehensive data security assessments and provide for network security through hardware and/or software solutions.
- Analyze and research procurement needs relating to the purchase of new server hardware and dependent accessories including software utilities.
- Create and maintain systems documentation and policies.
- Use of KACE update management tool for court wide updates and deployment of patches.
- Use of Splunk to monitor systems.
- Use of Forcepoint to evaluate network traffic.
- Help with desktop and end user support as needed.
- Able to troubleshoot Windows and OSX operating systems.
- Perform other related duties as required.

JOB REQUIREMENTS AND QUALIFICATIONS

All candidates must have, at a minimum, a high school diploma or equivalent, two years of specialized experience, including at least one-year equivalent to work at the CL-27; **or** completion of a bachelor's degree in an accredited university in a field closely related to this position. Specialized experience is progressively responsible experience designing, implementing, or maintaining networks and systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management. Prior court related experience is highly desired. Applicants must be able to work independently in resolving complex systems and network problems, evaluating technology trends and standards, managing information technology projects and leading project teams in implementation and integration with other networks.

The successful candidate should demonstrate:

- Excellent organizational skills and experience handling multiple tasks and projects
- Ability to get along well with others
- Strong verbal and written communication skills and the ability to work effectively with a variety of people either in person or on the phone
- Ability to work without supervision and take initiative
- Ability to work with strict deadlines and in fast paced environment
- Experience working in Microsoft Office
- Ability to lift up to 40 pounds and to sit or stand for long periods of time with or without accommodation
- Occasional travel to divisional offices, other courts, and the Administrative Office of the U.S. Courts required
- Occasional work after hours, on weekends, and on holidays depending on the needs of the Court

SCOPE AND EFFECT OF WORK

The established, routine work of the court is dependent on its automated systems. While contingency plans may exist in case of partial or complete system failure, the work of the court would be disrupted and must be minimized. Prior functioning of automated systems ensures the timeliness and accuracy of actions in all segments of the court when the systems are operating. The incumbent ensures that the systems operate accordingly.

PREFERRED TECHNICAL REQUIREMENTS

Knowledge of Windows Server operating systems, Microsoft Office, MacOS and iOS. Experience with Aruba network switches, KACE, SPLUNK, Trend Micro Apex and Deep Scan, and Forcepoint. Certified in Security+ and Network+.

BENEFITS

Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page: <http://www.uscourts.gov/Careers.aspx>. Creditable service time in other federal agencies or the military will be added to judiciary employment.

APPLICANT INFORMATION

- Applicant must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States Bankruptcy Court are “at will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- The selected candidate will be subject to a ten-year mandatory background investigation and FBI fingerprint check as a condition of employment. Every five years thereafter, the selected applicant will be subject to an updated investigation similar to the first one.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.
- Applicants selected for interviews must travel or relocate at their own expense. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

HOW TO APPLY

Qualified candidates should submit the following:

- A cover letter stating how your education and/or experience relate to the duties and responsibilities of this position.
- A resume detailing qualifications, experience, and salary history;
- Names, addresses, and phone numbers of three professional references; and
- A completed AO-78 Application for Judicial Branch Federal Employment. This form may be downloaded at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>.
- Incomplete submissions will not be considered.

Please submit all documents via e-mail in a single PDF file to the following email address: henrietta_foster@almb.uscourts.gov. Include #24-004 in the subject line.

Only qualified applicants will be considered. Only those applicants selected for an interview will be contacted.

The United States Bankruptcy Court is an Equal Opportunity Employer