	UNITED STATES BANKRUPTCY COURT *WESTERN DISTRICT OF WASHINGTON* *SYSTEMS ADMINISTRATOR* *SEATTLE*
ANNOUNCEMENT NUMBER	**#18-09**
ANNOUNCEMENT DATE	**November 19, 2018**
CLOSING DATE	**Open Until Filled**
SALARY RANGE	**Court Personnel System** **CL-27, Step 1-61 $53,084 - $86,338** **CL-28, Step 1-61 $63,656 - $103,441**
AREA OF CONSIDERATION	**Nation-Wide**
POSITION OVERVIEW	The U.S. Bankruptcy Court seeks a dedicated and experienced **Systems Administrator** with excellent technical skills and strong work ethic. The Systems Administrator is responsible for the day to day operations and administration of the court's Linux based servers, including its web based electronic document filing system (CM/ECF) and its related applications. The Systems Administrator also manages the court's IBM Informix, MySQL and SQL Server databases. The Systems Administrator ensures effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments. This position requires a positive, self-motivated individual who demonstrates professionalism, discretion, and exceptional customer service and communication skills. The incumbent collaborates with department supervisors, managers, court unit executives and judges as well as other court units on IT related issues and projects. This position is located in the U.S. Courthouse in Seattle, Washington but may require travel to one of our divisional offices in Tacoma and Vancouver as necessary.
REPRESENTATIVE DUTIES	• Manage and maintain the Court's Linux based servers, including its web based electronic document filing system (CM/ECF) and its related applications. • Design, configure, and deploy new Linux, database and web servers. Perform server hardware and software installs, updates and patch management services. • Conduct backup and recovery of the operating system and CM/ECF databases stored on the Court's Linux servers; implement disaster recovery plans to ensure data security and integrity; and perform routine testing. • Serve as primary technical administrator for CM/ECF and associated

	applications, including: responsibility for all table settings, scripts, database maintenance, dictionary creation and changes, certificates, system forms, customizations, and upgrades; providing technical CM/ECF systems support and administration including installing new version releases.
	• Develop enhancements and new features for CM/ECF, coordinate system software installation, make programming changes, and monitor equipment functionality. Analyze information to determine, recommend and plan server specifications and layouts as well as peripheral equipment modifications. Troubleshoot and resolve systems-related problems.
	• Manage and maintain related applications for CM/ECF including the chambers calendaring program (CHAP), ePOC, eFinCert and CourtSpeak.
	• Perform server troubleshooting and triage during service failure scenarios and participate in detailed investigations to determine root cause and corrective actions.
	• Manage and maintain multiple database and web servers using Linux OS, Apache web server, Informix, MySQL, Perl, Java and PHP programming.
	• Responsible for routine database and application server maintenance as needed in support of local application development; application software installation and tuning; system troubleshooting, and end-user support relative to locally developed and supported database applications; developing interfaces between locally developed and nationally supported judiciary applications; applications security administration.
	• Perform administrative scripting with Perl and Shell. Write SQL based CM/ECF data extractors and reports using Crystal Reports Enterprise.
	• Manage library of national and locally developed software and documentation affiliated with the Linux systems and relational databases.
	• Perform ongoing analysis of court applications to identify and correct problems and make recommendations for improvement to both manual and automated processes.
	• Complete server and database security audits.
	• Ability to work independently with minimal supervision.
QUALIFICATIONS	• Five years of experience in Linux systems administration, IBM Informix or relational database administration, Java, Perl, SQL and Shell Script.
	• Exceptional organization, time management, logic skills and proven ability to prioritize multiple demands, meet established deadlines and fulfill commitments.
	• Attention to detail and the ability to exercise common sense and good judgement in a fast-paced environment with rapidly shifting priorities.
	• Ability to communicate effectively, both orally and in writing, with a wide variety of people, including but not limited to judges, trustees, attorneys, court staff and others.
	• Preference will be given to those candidates who possess significant professional Linux and database administration experience. Experience with CM/ECF is highly desirable.
	• Must be self-motivated, possess strong technical skills and work effectively in teams.

PREFERRED SKILLSET	• Linux RHEL, Linux SuSe, Perl, Java, PHP, JSP, HTML, XML, Linux Shell, SQL, MySQL, IBM Informix or other relational DB experience, Apache Web Server, Crystal Reports Enterprise, MS Windows, IBM Lotus Notes, MS Outlook, MS Office 365, Adobe Acrobat, CM/ECF, CHAP, ePOC, eFinCert, CourtSpeak
BENEFITS	Employees of the United States Bankruptcy Court are entitled to similar benefits as other federal government employees, including: • Ten paid holidays per year; • Paid annual and sick leave; • Subsidized medical coverage with pre-tax employee premiums; • Group life insurance and long-term care options; • Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs); • Participation in the Thrift Savings Plan (similar to 401K plan, with employer matching up to 5%); • Participation in the Federal Employees Retirement System; • Credit for service time in other federal agencies or the military will be added to judiciary employment.
INFORMATION FOR APPLICANTS	Applicants invited to interview must travel at their own expense. The U.S. Bankruptcy Court requires employees to follow a code of conduct which is available upon request. Reference checks will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal records checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. The Federal Financial Management Reform Act requires direct deposit of federal wages. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

APPLICATION PROCEDURE	Please submit cover letter, resume and Application for Judicial Federal Employment, Form AO-78 http://www.uscourts.gov/forms/AO078.pdf, in a single PDF by email to: HR_WAWB@WAWB.USCOURTS.GOV

The subject line should read: **Systems Administrator – Vacancy #18-09**

See the Court's Website at: WWW.WAWB.USCOURTS.GOV

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