# UNITED STATES BANKRUPTCY COURT
## DISTRICT OF NORTH DAKOTA

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| **POSITION TITLE** | Systems Administrator |
| **LOCATION:** | FARGO, ND |
| **TYPE OF APPOINTMENT:** | FULL TIME |
| **CLASSIFICATION LEVEL:** | $57,726.00-$93,831.00 (CL-28) |
| **JOB ANNOUNCEMENT**: | 17-01 |
| **CLOSING DATE:** | December 8, 2017 or until filled |

# CAREER OPPORTUNITY

*The United States Bankruptcy Court is accepting applications for the position of Systems Administrator*

**POSITION OVERVIEW:**

This position is located in the Clerk's Office of the U.S. Bankruptcy Court in Fargo, ND.

The Systems Administrator coordinates and oversees the court unit's information technology servers. The Systems Administrator performs routine administration to the servers and implements complex updates, including developing systems documentation and data network security; performs server troubleshooting and triage during service failure scenarios and participates in intense investigations to determine the root cause and develop corrective actions; ensures effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments. Duties also include collaborating with supervisors, managers, executives, and judges locally as well as at other court units.

**REPRESENTATIVE DUTIES:**

- 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 and VOIP implementation and prepare them for integration into future unified communications and 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 support for Microsoft Windows 7/8.1/10, Microsoft Windows Server 2008R2/2012R2/2016, VMware vCenter/ESXi/View, and Red Hat Enterprise Linux 6/7;
- Provide support for the court's case management system, locally developed electronic case filing (ECF) and e-Filing systems, Active Directory, DNS,DHCP, DFS, DFSR,Informix, My SQL, MSSQL, IIS, Apache, Drupal, PHP/Perl/Powershell programs, Veeam, Office 365, 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 hardware and accessories including software utilities;
- Create and maintain systems documentation;
- Collaborate with and assist other court units as needed under Shared Administrative Services agreements;
- Other related duties as required.

**MINIMUM QUALIFICATIONS:**

A bachelor's degree in Computer Science or a related field is preferred.  In addition, candidates must possess at least three years general experience within the information technology environment and at least two years specialized experience, defined as: progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integrations, and information technology project management.

**BENEFITS**

Paid annual and sick leave, Retirement benefits under the Federal Employees Retirement System (FERS), Thrift Savings Plan (401K styled) with employer matching contributions, Health benefits under the Federal Employees Health Benefits Program (FEHB), Supplemental Dental and Vision Benefits under the Federal Employees Vision and Dental Plan (FEDVIP), Life Insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI), a minimum of 10 federal holidays, Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement.

**ADDITIONAL INFORMATION/CONDITIONS OF EMPLOYMENT**:

Applicants must be a U.S. citizen or eligible to work in the United States.

The successful candidate will be subject to a background and fingerprint check as a condition of employment.

The court requires employees to adhere to a Code of Conduct which is available upon request.

All employees of the court are "excepted service" appointments. Excepted service appointments are "at will" and serve at the pleasure of the court.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court  employees.

The court has a right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

Some travel may be required.

**HOW TO APPLY:**

Qualified applicants should submit a complete applicant's packet which includes:

- Cover Letter
- Resume including three professional references (letters not required)
- Systems/Software list of specific systems and software in which the applicant has significant experience. The degree of experience with the system or software should be described, and any certification or licenses noted.
- Completed Application for Judiciary Employment, form AO-78 available at https://www.uscourts.gov/forms/AO78.pdf

E-mail packet  to ginger_elless@ndb.uscourts.gov or  mail to:

U.S. Bankruptcy Court
Attn: Ginger Elless
Quentin N. Burdick United States Courthouse
655 1st Ave. No., Suite 210
Fargo ND 58102