

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
VACANCY ANNOUNCEMENT # 2019-04
Systems Specialist/System Administrator**

POSTING DATE:	May 14, 2019	Location:	Raleigh, NC
CLOSING DATE:	Open Until Filled	Salary Grade/Range:	CL 26/28 (\$47,013 - \$100,621)
**First Interim Cut-Off:	May 31, 2019	** Depending upon experience and qualifications	

POSITION:

The Clerk of the United States Bankruptcy Court for the Eastern District of North Carolina is accepting applications for a permanent position of Systems Specialist/Administrator. We are looking for a new team member to join us in accomplishing our mission of providing courteous, efficient and quality service to the court, the bar and the public. Responsibilities include but are not limited to providing technical support to the court staff, judges' chambers, and the public.

The Specialist provides administrative and technical support to the court in a wide range of areas, including developing and configuring hardware and software programs and providing support for complex technical projects. The incumbent performs technical work related to designing, modifying, and adapting existing system software, as well as complex troubleshooting for hardware and software systems. The system the incumbent oversees, the Case Management/Electronic Case Filing (CM/ECF), is the primary record storage and reference point for the court unit. Consequences for errors in judgement include the system not being available to the public when needed, lost data, negative perceptions of the court, and increased costs. The Specialist analyzes the needs of the end-users and develops and implements software solutions. This position may require evening and/or weekend work as well as some travel.

MINIMUM QUALIFICATIONS:

Valid driver's license is required. Successful Candidate must possess a minimum of two years of experience in relational database administration, Linux systems administration, Perl, SQL, Java, and Shell Script.

QUALIFICATIONS PREFERRED- TECHNOLOGIES:

Bachelor or Master of Science in a technical field is preferred. Experience gathering and analyzing business requirements, designing, implementing and testing software solutions, maintaining code versioning and code documentation. Experience with source control technologies such as Git, Subversion, SVN, TFS, or Mercurial. Significant experience with JavaScript, modern HTML and CSS, Apache Webserver, Adobe Lifecycle and Dreamweaver. Significant experience with Red Hat Enterprise Linux Systems administration. Demonstrated experience implementing continuous integration technologies such as Jenkins or Azure DevOps Services is strongly preferred.

Desired qualifications include: any Red Hat certifications, Linux+, Security+

PERSONAL CHARACTERISTICS:

Successful Candidate must be a self-starter, highly organized, a good listener, an independent problem solver, mature, responsible, tactful, maintain a professional appearance and demeanor at all times, demonstrate initiative and the ability to exercise good judgment, be able to work harmoniously with others, and communicate effectively. Integrity and confidentiality are a must.

BENEFITS:

Electronic Funds Transfer for payroll deposit is required. Benefits include paid annual and sick leave, ten paid holidays per year, a flexible benefits program, a portable retirement plan with matching contributions, a flexible work schedule, and a professional environment. Salary will be based on experience and qualifications.

APPLICATION PROCEDURE:

Applicants must submit a cover letter, official application, and resume to: Human_Resources@nceb.uscourts.gov, Subject marked CONFIDENTIAL VACANCY ANNOUNCEMENT # 2019-04. The Official Application (AO78) may be obtained at www.nceb.uscourts.gov. Travel and relocation expenses will not be reimbursed. Final candidates are subject to a background check.

INFORMATION FOR APPLICANTS:

The selected permanent applicant must undergo a complete background check, including an FBI fingerprint and criminal record check. Any applicant selected will be hired provisionally pending successful completion of the investigation. The successful applicant will have to provide educational transcripts and be subject to a one year apprenticeship. The U.S. Bankruptcy Court requires employees to follow a code of conduct available upon request. Due to the volume of applications received, the United States Bankruptcy Court will only communicate to those individuals who will be tested or interviewed for open positions. No funds are available for reimbursement of travel expenses in connection with interviews. You must be a U.S. citizen or eligible to work in the U.S.

- The United States Bankruptcy Court is an Equal Opportunity Employer -