



UNITED STATES BANKRUPTCY COURT
Middle District of Georgia
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VACANCY ANNOUNCEMENT

Position: Systems Administrator **Vacancy No.: 2022-01**

Location: Macon, Georgia

Salary: Classification CL 28 (\$63,467.00 – \$103,208.00)
Starting salary depends upon qualifications and experience

Opening Date: May 20, 2022

Closing Date: Open until filled*

**First consideration given to applications received by June 8, 2022*

The Clerk's Office of the United States Bankruptcy Court for the Middle District of Georgia, Macon Division, is accepting applications for a full-time, permanent Systems Administrator. The Court is seeking a self-motivated individual who possesses a strong work ethic and has excellent interpersonal, automation, and analytical skills.

Position Overview: The Systems Administrator oversees and maintains the court unit's Windows and Linux servers. The Systems Administrator performs routine on-site server administration, implements complex updates, and develops system documentation. The Systems Administrator also assists with network security and maintains various other systems and hardware including on-site desktop computers, laptops, tablets, etc. The incumbent performs server troubleshooting and triage during service failure scenarios, participates in investigations to determine the root cause, and develops 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. Incumbent advises and makes recommendations to management and end users on matters that take into consideration complex information technology issues on multiple systems within the court unit. The Systems Administrator will analyze problems, evaluate protocols, and make decisions within the context of judiciary and professional standards, policies, and general goals. Duties include collaborating with peers, supervisors, managers, executives, and judges, vendors, and other agency contacts for

the purpose of developing, designing, and modifying server needs. Travel to divisional offices will be required. The position is not a full-time remote position.

A representative of duties includes, but are not limited to:

- Providing technical expertise as a team member in the development and operational support of the court's information technology systems and services.
- Supporting the court's current LAN/WAN network environment and integration into future unified communications networking systems.
- Providing hardware and software support for Windows Server 2019, VMWare ESX, Red Hat Linux, and other Linux operating system environments.
- Designing, testing, and deploying new or enhanced servers including resident software services.
- Providing troubleshooting support for the court's case management system, locally developed ECF and e-Filing systems, Active Directory, Informix, SQL Servers, and other court-developed software applications and services.
- Maintaining and supporting automation hardware, software, applications, and courtroom technology.
- 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 and backup tapes.
- Create and maintain systems documentation.
- Perform other related duties as required.

About the Court: The United States Bankruptcy Court for the Middle District of Georgia is located in Macon, Georgia with a divisional office in Columbus, Georgia. The Court has two judges in Macon and one judge in Columbus. Hearings are also conducted monthly in Albany, Athens, and Valdosta.

The position is located in Macon, Georgia with periodic travel to divisional offices in Columbus, Albany, Athens, and Valdosta. Occasional after-work hours may also be required.

Qualification Requirements:

- The applicant must have a high school diploma or equivalent.
- A bachelor's degree from an accredited college or university in information technology or a closely related field and work experience in bankruptcy, federal or state courts, or the federal government, are preferred.
- Two years of specialized experience with demonstrated experience with Informix, Linux Systems, SQL, Active Directory, and other systems.
- Thorough knowledge of capabilities, limitations, and functional applications of information technology.

- Knowledge of operating systems, servers, with thorough knowledge of LAN/WAN internetworking technologies and strong network trouble shooting skills.
- Extensive knowledge of data communication security and privacy techniques.
- Skill in analyzing, interpreting, and presenting research findings.
- Ability to manage multiple projects, prioritize work, and meet established deadlines and commitments.
- The applicant must possess exceptional communication skills since frequent contact is with a wide variety of individuals within and outside the Judiciary.
- The applicant must be able to lift and move heavy items (weighing up to 60 pounds), such as computers, printers, and servers.
- The applicant must be able to telework in accordance with the Court's Telework Policies.

Employee Benefits: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are covered by the Court Personnel System (CPS). Court employees are considered at-will and are not covered by federal civil service classifications or regulations.

These benefits include:

- 13 days paid vacation for the first three years employment, 20 days after three years, 26 days after fifteen years.
- 13 days paid sick leave per year.
- 11 paid holidays per year.
- Choice of medical, dental and vision coverage from a wide variety of plans.
- Life Insurance options.
- Federal Employees Retirement System.
- Immediate participation in the Thrift Savings Plan (401K plan).
- Optional participation in the Judiciary's Long Term Care Insurance Program.
- Optional participation in the Judiciary's Flexible Spending Program.
- Optional participation in the Commuter Benefit Program.

Qualified applicants must submit the following:

- A cover letter.
- A resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history.
- An Application for Judicial Branch Employment (Form AO78) which is available at <http://www.uscourts.gov/forms/AO078.pdf>.
- A list of at least three professional references, with current contact information.

Application materials should be emailed: gambml_hr@gamb.uscourts.gov

Or mailed in an envelope MARKED CONFIDENTIAL to:

Administrative Services Specialist
United States Bankruptcy Court
Middle District of Georgia
P. O. Box 1957
Macon, Georgia 31202

Notice to Applicants:

- The United States Bankruptcy Court is an EQUAL OPPORTUNITY EMPLOYER.
- Only applicants who are selected for interviews will be contacted by the Court.
- The court will not pay for any interview or relocation expenses.
- Employees of the United States Bankruptcy Court are required to adhere to a Code of Conduct, copies of which are available upon request.
- The United States Bankruptcy Court is part of the Judicial Branch of the United States Government.
- Employees of the United States Bankruptcy Court are considered AT WILL employees.
- The Federal Financial Reform Act requires direct deposit of federal wages for court employees.
- Employees must be United States Citizens or eligible to work in the United States.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint check and may be subject to periodic updates. Employment will be considered provisional until the fingerprint check is completed.