



United States Bankruptcy Administrator Southern District of Alabama

Position Announcement #24-01

POSITION: **Systems Administrator**
Full-Time Permanent Position

LOCATION: Mobile, Alabama

SALARY RANGE: Court Personnel System CL 28
\$69,551.00 to \$101,471.00 based on qualifications and experience

OPENING DATE: February 2, 2024

CLOSING DATE: Until filled.

The United States Bankruptcy Administrator in Mobile, Alabama is accepting applications for a challenging, interesting, and rewarding position as a **SYSTEMS ADMINISTRATOR** in the Bankruptcy Administrator's Office. A Systems Administrator coordinates and oversees the court unit's information technology servers.

Job Summary: The Systems Administrator performs routine administration to the servers and implements complex updates, including developing systems documentation and data network security. The incumbent performs server troubleshooting and triage during service failure scenarios and participates in intense investigations to determine the root cause and develop 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.

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 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 Windows Server 2016, VMWare ESX, and Redhat Linux operating system environments.
- Provide troubleshooting support for the case management system, locally developed ECF and e-Filing systems, Active Directory, Apache and MySQL 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 and backup tapes.
- Create and maintain systems documentation.
- Vulnerability Management / Scanning / Remediation
- Perform other related duties as required.

Qualifications

Required:

- To be qualified for appointment to the position of Systems Administrator, a person must have a minimum of two years of work experience as a Systems Administrator or a Master's degree or two years of graduate study in computer science.

Required Experience:

- Ability to troubleshoot complex problems in computer networks, computer hardware, and computer operation system configuration and operation.
- Thorough knowledge and experience working hands-on with Linux.
- Proficient in Linux command line, shell and/or Perl scripts
- Experience with server virtualization.
- In-depth understanding of TCP/IP networking fundamentals.
- Broad knowledge of theories, principles, practices, and usage of computer hardware and software.
- Strong project execution/organization skills and the ability to work independently, to multi-task effectively, and to participate cooperatively as a team are required.
- Ability to research complex issues, to take initiative and a demonstrated ability to work without supervision and to function collaboratively within a team environment.

Preferred:

- An associates or bachelor's degree from an accredited college or university in computer science, computer information systems, or relative field.
- Prior experience with demonstrated knowledge utilizing CM/ECF.
- Strong knowledge of MySQL, Python, Jasper Reports and Laravel
- Experience with the BAIMS database and reporting system.

Conditions of Employment: This is a sensitive position within the U.S. Judiciary. Proof of citizenship and satisfactory completion of a background and fingerprint check is required as a condition of employment. Employees of the United States Bankruptcy Administrator are considered "At Will" employees and are subject to termination by the Bankruptcy Administrator

with or without cause. All new employees are subject to a one (1) year probationary period. This position is subject to mandatory Electronic Funds Transfer (direct deposit) for salary payment.

Benefits: A generous benefits package is available to employees, including health insurance, life insurance, dental and vision insurance, long term care insurance, flexible spending benefits, paid federal holidays, retirement and Thrift Savings Plan (401-k), and annual and sick leave.

Application Process: To be considered for this position, candidates must submit all the following application materials: cover letter with a summary of your work history; detailed resume with current salary, and the Federal Judicial Branch Application for Employment (**Form AO 78**). To obtain the Form AO 78 Application Form, visit our website at www.alsba.uscourts.gov. Only candidates selected for an interview will be contacted. Application packages should be mailed to:

United States Bankruptcy Administrator
Attention: Human Resources
113 St. Joseph Street, Suite 520
Mobile, AL 36602
Or e-mailed to Rhonda.Case@alsba.uscourts.gov

E-mailed documents must be in Word or PDF format. Zip files and faxes will not be accepted.

***THE UNITED STATES BANKRUPTCY ADMINISTRATOR
SOUTHERN DISTRICT OF ALABAMA
IS AN EQUAL OPPORTUNITY EMPLOYER***