



VACANCY ANNOUNCEMENT

United States Bankruptcy Court for the Western District of Virginia

VACANCY # 2022-01

POSITION: Programmer/Systems Administrator

POSTING DATE: January 5, 2022

TYPE: Full-Time

Duty Station: Roanoke, VA

SALARY RANGE: \$63,467 - \$103,208 (CL 28)*

*Starting salary dependent upon qualifications and experience. Promotion potential to CL 29 without further competition.

CLOSING DATE: Position will remain open until filled, with priority given to applications received by January 24, 2022.

Check the status of this position at www.vawb.uscourts.gov/employment-opportunities

POSITION OVERVIEW

The United States Bankruptcy Court for the Western District of Virginia is accepting applications for a full-time, permanent Programmer/Systems Administrator. The Programmer/Systems Administrator is responsible for the design, development, and support of application software and takes a lead role involving software development with multiple programming languages, such as Linux Operating System, shell scripts, Perl, HTML, and Java languages. The incumbent manages and deploys databases using SQL Server; administers the court's Informix Dynamic Server; develops complex project plans; manages resources to ensure that projects are completed on time, on budget, and to the satisfaction of stakeholders; and is the Systems Administrator for the court's Case Management/Electronic Case Files System (CM/ECF). The Programmer/Systems Administrator provides analysis of user needs and the current/future equipment and resource needs of the court. The position requires the incumbent to be proactive and able to analyze IT-related problems and assess the practical implications of alternative solutions.

REPRESENTATIVE DUTIES

- Serve as the court's System Administrator for CM/ECF.
- Administer, support, and maintain all Informix database systems in support of the CM/ECF software.
- Install, test, and implement new CM/ECF software releases.
- Install, configure, test, manage, and support new or revised releases of national and locally developed or customized systems interfacing with or running in the Linux operating environment. Test and apply new operating system software and maintenance patches, and patch management services.
- Direct and provide systems and software development services using shell scripts, Perl, HTML, and Java.
- Monitor systems and evaluate availability of all server resources, perform all activities for Linux servers, and respond promptly to resolve service requests.
- Perform ongoing analysis of court applications to identify and correct problems and make recommendations for

improvement to both manual and automated processes.

- Write database documentation, including data standards, procedures, and definitions for the data and control access permissions and privileges.
- Ensure storage, archiving, backup, and recovery procedures are functioning correctly. Perform backup, file replication, and script management for servers. Develop, manage, and test backup and recovery plans.
- In collaboration with internal users and IT staff, design, develop and implement software applications and solutions that enhance organizational efficiency and capabilities, including customizing and implementing web-based applications and applications developed by other court units.
- Design, modify, and implement short- and long-range automation improvement plans for the court, ensuring that changes can be implemented with minimal disruption to the work of the court, on-time, and within budget.
- Maintain contact with other automation court personnel at different locations and levels for the purpose of remaining knowledgeable of developments, techniques, and user programs.
- Represent the court in circuit- and judiciary-wide initiatives, meetings, and conferences.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent with a minimum of two years of specialized* experience, including at least one year equivalent to work at the CL-27 level. *Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.
- Strong critical thinking and analytical skills.
- Ability to maintain confidentiality, handle sensitive information, and to exercise discretion at all times.
- Ability to consistently demonstrate sound ethics and judgment and to work well with others.
- Excellent interpersonal and communication skills (written and verbal) and ability to clearly explain technical terms and processes in non-technical language.
- Ability to coordinate and manage diverse technical support tasks and multiple competing projects while adhering to stringent deadlines.

PREFERRED QUALIFICATIONS

- A Bachelor's Degree from an accredited college or university in computer science, information systems, or related field.
- Five years or more of full stack programmer experience.
- Familiarity and experience with Linux, Windows IIS, Drupal or other Content Management Systems, scripting and automating tasks (bash, shell, and Windows PowerShell), HTML, JavaScript, MSSQL, MySQL, Informix, Red Hat, GIT, and Sharepoint.
- Experience with JAVA, Linux, and SQL server programming and administration.
- Experience writing technical documentation and providing training.

CONDITIONS OF EMPLOYMENT

- Applicants must be United States citizens or eligible to work in the United States.
- This is a high-sensitive level position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination. Reinvestigations will be required every five years thereafter.
- Employees must adhere to the Code of Conduct for Judicial Employees which is available at: www.uscourts.gov/rules-policies/judiciary-policies/ethics-policies
- Judiciary employees are considered "at will" employees and can be terminated with or without cause.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- Occasional travel both within the district and outside the district will be required.

BENEFITS

The Federal Judiciary offers a number of exceptional benefits including paid annual and sick leave, 11 paid holidays per year, health and life insurance, vision and dental insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching), long-term care insurance, and participation in the Federal Employees Retirement System. Additional information on benefit programs can be found at www.uscourts.gov/careers/benefits.

APPLICATION PROCEDURES

Email the following list of required application documents to vawb_careers@vawb.uscourts.gov and reference Vacancy #2022-01 in the subject line. Documents must be submitted in a **single PDF file** in the following order:

1. Cover letter:

- Reference job vacancy number # **2022-01** and include an email address in your contact information.

2. Chronological resume which includes:

- Education, work history, names and addresses of current and prior employers, dates of employment, work performed, significant accomplishments, and three to five references.

**3. Application for Judicial Branch Federal Employment (Form AO 78) available at:
www.uscourts.gov/forms/AO078.pdf**

- Description of Work sections must list pertinent information. Do not type “see resume”. Optional Background Information section not required to be completed.
- After completing the form, please ensure the content you provided is saved properly and the form is not blank when you submit with your application documents.

The United States Bankruptcy Court for the Western District of Virginia is an Equal Opportunity Employer