



Position Announcement

Position: Systems Administrator

Location: Burlington, Vermont

Announcement Number: 2022-01

Position Status: Full-Time Permanent

Opening Date: January 5, 2022

Closing Date: Open until filled

Salary Range: CPS CL 26 \$48,779 - \$79,337

Developmental Ceiling: \$60,493

Salary determined by qualifications and experience

The Clerk's office for the United States District Court for the District of Vermont provides administrative, operational, and technical support to the federal court at two staffed locations: Burlington and Rutland. This position is located in the Burlington headquarters with occasional travel to the Rutland divisional office and to attend seminars, conferences and training.

POSITION OVERVIEW AND DUTIES:

The Systems Administrator provides court unit support for various Linux servers and databases. Additionally, this position involves the development of web-based applications, their management including internal and external access to various electronic court systems, in addition to certain day-to-day tasks shared by all the technical staff such as user support, hardware maintenance and security, training in new/updated applications, courtroom A/V support, video conferencing, and IP telephony systems.

QUALIFICATIONS:

To qualify for the position, an individual must have a high school diploma or equivalent, and progressively responsible experience that provides evidence the applicant has a good understanding of the methods and administrative machinery for accomplishing the work of an organization; the ability to analyze problems and assess the practical implications of alternate solutions; the ability to communicate with others, orally and in writing; and the capacity to employ the knowledge, skills, and abilities in the resolution of problems. The candidate must be a self-starter, extremely detail-oriented, and possess excellent organizational and communication skills.

To qualify at the CL-26 level, an individual must have at least one year of specialized experience designing, implementing or maintaining computer systems that included database administration, computer programming, or information technology project management.

Preference will be given to those candidates who possess technical experience with relational databases, Linux/Unix operating systems, and shell scripting. Knowledge of Windows desktop and server operating systems, web programming languages and utilities including Perl and Java, is also beneficial. Training will be provided to those who do not possess, but have the aptitude to learn, the preferences.

JUDGMENT AND ETHICS:

Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

BENEFITS AND HIRING POLICIES:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “at-will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include participation in the Federal Employees’ Retirement Systems which contributes to the Social Security Retirement Program, the Federal Employees’ Health Benefits Program, Federal Employees’ Group Life Insurance Program, Thrift Savings Plan (similar to a 401k plan with employer matching contributions up to 5%), 11 paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of Federal Judiciary benefits.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

Qualified applicants should submit a cover letter (including a narrative statement of your background), a resume, and completed [Application for Employment \(AO-78\)](#) to:

By email: HR@vtd.uscourts.gov
Subject: Systems Administrator Position

The U.S. District Court is an Equal Opportunity Employer. The court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Travel and/or relocation expenses are the responsibility of the applicant.