



## Position Announcement

**Position:** Linux / Database Administrator

**Location:** Burlington, Vermont

**Announcement Number:** 2022-03

**Position Status:** Full-Time Permanent

**Opening Date:** June 1, 2022

**Closing Date:** Open until filled

**Salary Range:** CPS CL 27 \$53,615 - \$87,136

Developmental Ceiling: \$66,465

CPS CL 28 \$64,243 - \$104,469

Developmental Ceiling: \$79,663

Salary determined by qualifications and experience

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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/or to attend seminars, conferences and training.

### POSITION OVERVIEW AND DUTIES:

The Linux/Database Administrator performs professional work related to the functionality, administration, and maintenance of application and OS software for the court's Case Management/Electronic Case Files System (CM/ECF-NextGen), as well as other national and locally developed applications. The incumbent also administers and ensures the successful operation, technical and end-user support, for all Linux systems, associated databases and web-based applications run on these platforms. Additionally, this position involves the development of web-based applications, their management including internal and external access to various automated 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; the capacity to employ the knowledge, skills, and abilities in the resolution of problems; and a thorough knowledge and expertise in the theories, principles, practices and techniques of operating systems, database functionality and management, data communications, and project management.

An individual must have at least two (2) years of specialized experience designing, implementing or maintaining computer systems involving systems analysis, programming, systems integration, and information technology project management. Candidate must be a self-starter, extremely detail-oriented, and possess excellent organizational and communication skills. Proficiency and skill in the use of automated equipment and software systems for word processing and spreadsheet development. A working knowledge of Red Hat Linux and/or Unix operating systems and administration including shell operations/scripting and server hardware platform/system management is required.

Preference will be given to those candidates who possess progressively responsible technical experience related to enterprise-level database and application analysis, administration, development, and end user technical support, specifically with large, enterprise-level database management systems such as Informix Dynamic Server, DB2, Oracle, MySQL, or Microsoft SQL Server. A working knowledge of Windows desktop and server operating systems, as well as web programming languages and utilities including Perl and Java is preferred. Experience at effectively assessing and analyzing end user and organizational needs to facilitate the development of highly functional, mission-specific automated systems is highly desired. Additionally, experience in the use of CM/ECF NextGen, SQL and third-party reporting tools such as Crystal Reports, and Business Objects to extract data and develop custom reports is desired. A strong knowledge of federal court operational practices and organizational structure, the CM/ECF end user interface, event dictionary functionality, and overall application structure is also highly desirable.

#### **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:       Linux / Database 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.