



**United States Bankruptcy Court**  
**District of Delaware**  
824 North Market Street  
Wilmington, DE 19801  
[www.deb.uscourts.gov](http://www.deb.uscourts.gov)

**Career Opportunity**  
Vacancy Announcement #22-03

**Position:** **Systems & Network Administrator**

**Position Type:** **Full-Time-Permanent**

**Number of Positions:** **One**

**Salary Range:** **CL-27/28 (\$57,868 - \$85,982) \***

\*The salary range above reflects the expected entrance salary range of this position based on qualifications and experience. The full salary range potential of this position is \$57,868 - \$112,756

**Duty Location:** 824 North Market Street, Wilmington, DE 19801

**Opening Date:** September 29, 2022

**Closing Date:** October 21, 2022

**Position Overview:**

The United States Bankruptcy Court for the District of Delaware is seeking qualified applicants for the position of Systems & Network Administrator in the Technology Department. The Systems and Network Administrator coordinates and oversees the court unit's information technology servers. The Systems and Network 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. Duties also include collaborating with supervisors, managers, executives, and judges locally as well as at other court units.

## 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 court's 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, VMWare ESX, and Redhat Linux operating system environments.
- Provide troubleshooting support for the court's case management system, locally developed ECF and e-Filing systems, Active Directory, GPO, VMWARE, VDI, IIS, Informix, Exchange 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.
- Perform other related duties or special projects, as assigned.

## Qualifications and Requirements:

- Bachelor's degree from an accredited college or university with three years of specialized experience, including at least one-year equivalent to work at the CL 26 level. Please note: Experience may be substituted in lieu of educational requirement. Specialized experience is progressively responsible experience, designing, implementing or maintaining computer systems that include the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.
- Solid understanding of computer systems and network environments.
- Proactive and responsive customer service skills, including excellent verbal and written communication skills.
- Exceptional organization and time management skills. Ability to prioritize multiple tasks and demands while meeting and fulfilling established deadlines and commitments.
- Ability to work during non-business hours when required.
- Ability to lift and move equipment up to 50 pounds.

## **Preferred Qualifications:**

- Prior Federal Court IT knowledge or experience.
- Knowledge of data networking and security concepts and practices.

## **Conditions of Employment:**

Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply.

Employees will be hired provisionally pending the results of a background check.

The Court requires employees to adhere to the Code of Conduct for Judiciary Employees.

Applicants must be a U.S. citizen, or meet requirements under current law.

Expenses associated with the interviews or relocations will be not reimbursed.

Employees engaging in work for the Bankruptcy Court are required to be fully vaccinated against COVID-19. Proof of vaccination will be required.

## **Benefits:**

Federal Judiciary benefits include paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs, include the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); supplemental dental and vision insurance, and flexible benefit and commuter programs. An overview of Federal Judiciary benefits is accessible at:

<http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

## **Application Procedure:**

Interested applicants should submit a resume detailing education and work experience, a cover letter, three references and a completed Application for Judicial Branch Federal Employment (Form AO78) and Applicant Self-Certification Form to [deb\\_jobs@deb.uscourts.gov](mailto:deb_jobs@deb.uscourts.gov)

The cover letter should indicate the position that you are applying for and identify how your education and experience relate to the duties and responsibilities of this position.

*The Application for Judicial Branch Federal Employment (Form AO78) and Applicant Self-Certification Form can be found on the Court’s Website under the Employment section.*

Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for this position. **No phone calls will be accepted.** Only qualified applicants will be considered. Incomplete applications will not be considered.

**The United States Courts is an Equal Opportunity Employer.**

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice.