



**UNITED STATES BANKRUPTCY COURT
FOR THE CENTRAL DISTRICT OF ILLINOIS
OFFICE OF THE CLERK**

Vacancy Announcement #2012-04

Position:	Systems Administrator
Posting Dates:	September 18, 2012 – October 5, 2012
Classification Level:	CL 27-28 starting from \$45,928 - \$55,027 depending on experience and qualifications, with <i>potential</i> to \$89,481
Location:	Springfield, Illinois

POSITION OVERVIEW:

The U.S. Bankruptcy Court for the Central District of Illinois has an immediate opening for a Systems Administrator. The Information Technology team provides support services to 4 judges and 38 staff members in chambers and the Clerk's Offices. Come discover a challenging and rewarding career in our Court!

INFORMATION TECHNOLOGY ENVIRONMENT:

Platforms include Windows 2008 Server, Windows XP and 7, Linux, Informix, SQL Server, SCCM and Hyper-V. We are a Windows Networking environment. Key desktop products include Lotus Notes, Adobe Acrobat, and MS Office. Internal Court systems include electronic filing, finance, HR and other systems provided by the Administrative Office, as well as locally developed systems. Electronic courtrooms are supported at all locations.

REPRESENTATIVE DUTIES:

The Systems Administrator is responsible for the administration of the day to day operations and support of networks, PC based systems, and other major systems to ensure reliable and effective operations. Systems include virtualized servers, traditional desktop systems, antivirus management, security management, and LAN switch management. The Systems Administrator works closely with all IT staff, and reports to the Bankruptcy's Director of Information Technology.

QUALIFICATIONS:

Position requires excellent interpersonal communications skills and the ability to work on multiple projects simultaneously. This person will work as part of the IT team with planning, development and implementation of both long and short range IT solutions for the Court. The work requires thorough knowledge of and hands-on experience with network management (3-5 years preferred), in a virtualized server and desktop environment using Windows Server / Active Directory / Windows 7/XP. Experience with network switch management preferred. SharePoint, database or web programming/development knowledge a plus.

EDUCATION:

Bachelor's degree from an accredited college or university in a computer-related field is required.

CONDITION OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Retention depends on a favorable suitability determination. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

BENEFITS:

This is a full-time, permanent position with benefits including:

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan
- Optional Long-term disability and long-term care insurance
- Optional participation in The Flexible Benefit and Commuter Benefit Programs

HOW TO APPLY:

Qualified candidates should submit an AO78 (Standard Application Form) available on-line at www.ilcb.uscourts.gov, a cover letter, a detailed resume which includes all applicable education, professional and training experience, three professional references, and copies of two recent performance evaluations. Any materials not submitted may disqualify an applicant for further consideration. All application materials should be sent in an envelope marked "Confidential" to:

U.S. Bankruptcy Court -ILC
Attn: Human Resources - Announcement #2012-04
226 U.S. Courthouse
600 E. Monroe Street
Springfield, IL 62701

Only qualified applicants will be considered for this position. If selected for an interview, participation in the interview process in Springfield, Illinois will be at the applicant's own expense. Management may close this announcement at any time. It is therefore recommended that applications be submitted as soon as possible. Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to interview.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER