

---

---

**UNITED STATES DISTRICT COURT**  
Northern District of Illinois, Chicago  
**NOTICE OF POSITION VACANCY**

---

---

Announcement No: 2013-17  
No. of Vacancies: One  
Position Title: Systems Supervisor  
Grade Range: CL 28-01 to CL 29-61  
Salary Range: \$60,301-\$116,596  
Closing Date: June 6, 2013



Date: May 23, 2013  
U.S. District Court, Northern Illinois  
Human Resources Office, Room 1574  
219 South Dearborn Street  
Chicago, Illinois 60604  
Website: [www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov)

---

---

**POSITION OVERVIEW**

The United States District Court for the Northern District of Illinois is currently accepting applications for a Systems Supervisor. The Systems Supervisor has primary responsibility for the oversight and day-to-day administration and maintenance of the Court's network hardware, operating systems, database applications, desktop and mobile systems. The Systems Supervisor reports to the Systems Manager and oversees a technical staff.

**POSITION DUTIES AND RESPONSIBILITIES**

- Supervise and participate in the administration and maintenance of a Microsoft Active Directory and VMWare virtual enterprise environment;
- Supervise and participate with the day-to-day operation and support of networking hardware including security, data backups and off-site storage;
- Supervise and participate in maintenance activities to ensure the daily operation of all network systems including, preventive maintenance, ensuring system readiness/redundancy, identifying, analyzing and resolving network problems, monitoring network activity and space usage;
- Supervise and participate in the installation of new or revised releases of software;
- Supervise and participate with the day-to-day operation and support of the US District Court website;
- Supervise and participate with the day-to-day operation and support of the US District Court CM/ECF environment and other database applications and must be able to update the operating system software and server firmware, as well as identify and correct hardware problems;
- Supervise and participate in the development/support of desktop and web application;
- Supervise and participate in the migration of legacy application to ASP.NET;
- Supervise and participate in the writing and publishing of iPhone and iPad applications;
- Supervise and participate with the day-to-day operation, support and assist in design of Courtroom Audio/Video systems;
- Responds to requests by staff requiring assistance in resolving software or hardware problems;
- Serves as project manager for a variety of IT initiatives;
- Assists in automation planning, policy making; and in the development and management of the automation budget and spending plan;
- Acts as a liaison with Administrative Office and Federal Judicial Center personnel, vendors, General Services Administration, counterparts in other courts, and others in the data processing community regarding automated systems;
- Participates in specifying systems equipment for the court, evaluates proposed equipment and configurations, and recommends equipment placement and utilization;
- Provides guidance and requirement specifications to court procurement officers for local procurement of hardware and software, supplies, repair and maintenance agreements, and contractual automation services;
- Insures safety, security and integrity of network servers to include user access, off-site storage and security procedures. Develops and manages a continuity of operations plan in the event of a major systems failure. Develops, maintains, enforces, updates and supervises a system disaster recovery plan;

- Works with other managers to develop appropriate in-service and outside training programs in the area of automation;
- Develops and makes presentations and technical briefings for court management;
- Performs administrative duties such as performance evaluations, certifying time and attendance records delegating tasks to subordinates and effectively communicating orally and in writing to Chambers and Clerk's Office staff
- Other duties as assigned.

**JOB REQUIREMENTS AND QUALIFICATIONS**

- Prospective candidates must have a Bachelor's degree in computer sciences, Management Information Systems, or related field is preferred, with a minimum of five (5) years of work experience, three (3) years at a progressively responsible level which includes day-to-day administration of a LAN/WAN environment;
- Requires a thorough knowledge of Microsoft Active Directory, VMWare, and LAN technologies such as DNS, SMTP, Cisco switch management network security systems, cabling infrastructure, back-up hardware and software, desktop hardware, operating systems and relational database management systems;
- Requires thorough knowledge of automation terminology and methodology, including the accomplishment of computer project assignments that involve systems analysis, design, programming, implementation, integration, and management; as well as progressively responsible administrative, technical or professional experience that provided an opportunity to gain skill in dealing with others in person-to-person work relationships, the ability to exercise mature judgment, and a thorough knowledge of basic concepts, principles, theories and management;
- Must be able to write code in the ASP.NET language, as well as, maintain an IIS web server;
- Must have thorough knowledge of Informix databases and be able to query and make modification to database records;
- Excellent computer skills including the use of Microsoft Office Suite 2010 and above, Adobe 10 Professional;
- Supervisory experience is required;
- Knowledge of Linux-based systems, multi-vendor SQL databases, wireless and mobile communications, audio/visual technologies a plus;
- Basic understanding of web development, web services;
- Excellent customer service, communication skills and the ability to interact professionally with all court staff is a must.

**Specialized Experience**

**Progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.**

Candidates must have one year of experience at the next lower classification level. Compensation will be based on qualifications and the experience level of the successful candidate.

**EMPLOYEE BENEFITS**

Benefits information may be viewed at: [www.ilnd.uscourts.gov/home/clerksoffice/hr/Benefits.aspx](http://www.ilnd.uscourts.gov/home/clerksoffice/hr/Benefits.aspx).

**NOTICE TO APPLICANTS**

The successful candidate will be subject to a background and fingerprint check as a condition of employment. Job announcements and employment applications may be obtained by visiting the court job website at:

[www.ilnd.uscourts.gov/home/clerksoffice/hr/Job-Opportunities.aspx](http://www.ilnd.uscourts.gov/home/clerksoffice/hr/Job-Opportunities.aspx)

Please send your application and resume to: [human\\_resources\\_ilnd@ilnd.uscourts.gov](mailto:human_resources_ilnd@ilnd.uscourts.gov) or fax to: 312-554-8674. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. The Court is a smoke-free environment.

Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States. Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.