

**United States Bankruptcy Court  
Northern District of Ohio**



**Vacancy Announcement #24-01**

**Position:** Systems Administrator

**Duty Station:** Canton, Ohio

**Salary/Grade:** CL 28 (\$72,641 - \$118,102)

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

**Opening Date:** 06/21/2024

**Closing Date:** 07/19/2024

*\*In accordance with court policy, remote work may be available. On-site work conducted in the Canton and districtwide offices will be required.*

The United States Bankruptcy Court for the Northern District of Ohio has an opening for a full-time Systems Administrator in Canton, Ohio. The court is comprised of 49 clerk's office staff, eight authorized judgeships and their chambers staff. The court serves the 40 northernmost counties in the State of Ohio, with locations in Akron, Canton, Cleveland, Toledo, and Youngstown. The Systems Administrator reports to the Director of Information Technology (IT).

**Representative Duties:**

- Coordinate the development, implementation, and maintenance of networking, telecommunications, courtroom technology, monitoring and cabling infrastructure to support voice, data, video, and sound systems. Recommend and implement changes and upgrades to improve systems, and lower recurring costs.
- Utilize capacity planning tools to provide system specifications for the annual IT spending plan as it relates to IT infrastructure (e.g., networking equipment, circuit costs, cable plants, monitoring equipment, courtroom technology systems, and support systems such as uninterruptible power supplies (UPS), data closet and server room heating, ventilation, and air conditioning (HVAC) systems).
- Implement, maintain, enhance, monitor, and troubleshoot local area networks (LANs), wide area network (WAN) connectivity and utilization, wireless connectivity, and relevant equipment in a Cisco centric network (e.g., routers, switches, firewalls, wireless access points [WAPs]), and cabling. Configure virtual local area networks (VLANs) and Quality of Service (QoS) parameters to ensure that all voice, video, and data traffic on the court's converged network is responsive and reliable. Work with the Administrative Office's (AO) Network Management Facility (NMF) to maintain and troubleshoot the court's wide area network and coordinate needed WAN equipment and configuration changes.
- Customizes CM/ECF application testing, installing, and documenting new releases of applications and Operating System software required to meet court operations and customer requirements. Coordination with Operations Manager that handles dictionary is required.
- Develops, modifies, and maintains special reports for various court elements.

- Prepares technical and user documentation; performs testing and devises security procedures for hardware, software, and data.
- Serves as primary technical administrator for CM/ECF while providing systems support and administration, including the installation of new version releases.
- Supports and maintains Nagios, courts monitoring system. Makes configuration changes as new equipment is installed and decommissioned. Ensures that Nagios alerts are addressed in a timely fashion and are delivered to the correct parties.
- Manages our centralized Patch and Asset Management and Monitoring system.
- Implements disaster recovery plans ensuring data security and integrity. Manage and maintain the backup infrastructure. Create and adjust backup jobs in VEEAM. Restore data as needed.
- Establishes, coordinates, and delivers training in software and hardware use and capabilities for CM/ECF.
- Analyze ongoing end-user problems, research alternative long-term solutions, and propose migration plans. Coordinates hardware and software system installations and monitors equipment functioning to ensure specifications are met.
- Assist with the maintenance, management, and deployment of servers (e.g., VMWare, Linux CentOS, Windows), storage area networks, and databases (e.g., Informix, MySQL, and MS SQL).
- Assist with the utilization and analysis of data from the asset and patch management appliance, log collection tool, vulnerability scanning tool, and firewalls. Adhere to and enhance the court's IT security posture by conducting network security assessments. Apply all patches and hot fixes to systems in area of responsibility in a timely manner. Prepare and test backup and recovery procedures.
- Demonstrate and utilize project management and communication skills in areas of expertise, especially agile project management techniques.
- Other duties as assigned.

### **Required Qualifications:**

- To qualify in the developmental range:
  - A high school graduate currently attending college and within one year of earning a degree in Computer Science, Information Systems, Engineering, or a related field.
  - Strong critical thinking and analytical skills.
  - Excellent interpersonal, written, and verbal communication skills and ability to explain technical concepts and processes in non-technical terms.
  - Ability to prioritize and manage multiple competing projects and support tasks.
  - Ability to learn new technical skills quickly and put them into practice in a dynamic computing environment.
  - Ability to work collaboratively with a team.
- To qualify in the full performance range:
  - A bachelor's degree from an accredited college or university in Computer Science, Information Systems, Engineering or a related field, or relevant experience and certifications.
  - Specialized experience or demonstrated ability to implement, support, maintain, and secure data networks and data networking equipment; IP phone, fax, and video conference systems; courtroom sound systems; infrastructure support systems; network servers and storage area networks (SANs).
  - Excellent oral, written, and interpersonal communication skills.
  - Ability to multitask, manage projects efficiently, and meet established deadlines.
  - Ability to exercise good judgement and take initiative.
  - Ability to work collaboratively with a team.
  - Ability to interact with non-technical users in a professional and supportive manner.

- Ability to travel is required. Travel requirements would be considered light.

### **Starting Salary:**

This is a full-time, Court Personnel System position with salary commensurate with experience and qualifications within the range of CL Grade 28 (Step 1 \$72,641 to Step 61 \$118,102). First-time hires to the federal government typically start at the Step 1 beginning salary in the range for their respective grade level. The Court Personnel System is divided into a developmental range (Steps 1-24) and a full performance range (Steps 25-61). Salary and promotion eligibility guidelines established by the Administrative Office of the United States Courts govern progression and accompanying salary increases within each range for the duration of one's judiciary employment.

### **Conditions of Employment:**

Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete an Office of Personnel Management background investigation (including FBI National Criminal History Fingerprint check) and reference check. Employment will be considered provisional, pending a favorable suitability determination based on the results of the background investigation.

Court employees are required to use Electronic Funds Transfer for payroll direct deposit.

### **Benefits:**

The United States Bankruptcy Court offers a benefits package to full-time permanent employees. Some of these benefits are optional and require employee payment or co-payment. Available benefits include:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (Traditional & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, Limited Purpose, & Commuter Reimbursement Programs
- Public Transit Subsidy Program
- Flexible Benefits Program
- Credit for prior government service

### **Application Process:**

To be considered, qualified applicants must apply online by visiting the Employment section of the Ohio Northern Bankruptcy Court website at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=l4gsd9zw&pos=24-01>

To be considered, applicants must submit a letter of interest, detailed résumé, list of professional references (at least three), and a completed AO-78 Application for Judicial Branch Federal Employment (available by clicking “download” in the Attachments section of the application) that must be received by 11:59 PM on the announcement closing date. All applicable sections of the AO-78 must be completed, and the form must be signed and dated. “See résumé” entries are considered non-responsive. Please do not provide answers to Questions 19, 20, and 21 on the AO-78 since answers to those questions are not required for this position. The AO-78 is designed to accept digital signatures. Applicants without access to digital signature software are required to print, sign their “wet” signature, and scan the signed form to be compliant with the application submission requirements. Only applicants selected for an interview will be contacted. No telephone calls will be accepted.

Applicants selected for an interview must travel at their own expense.

The court provides reasonable accommodations to applicants with disabilities. The court reserves the right to modify the conditions of this vacancy announcement, to withdraw the vacancy announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior notice.

***The United States Bankruptcy Court is an Equal Opportunity Employer***



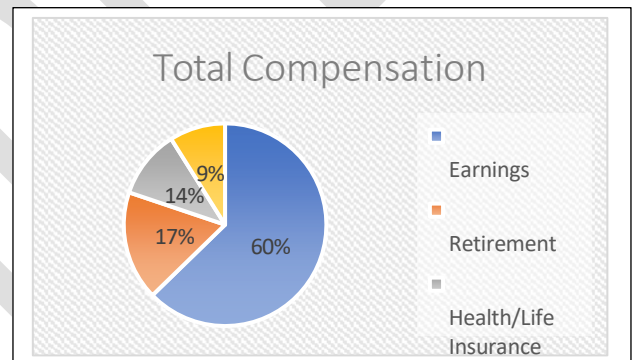
## TOTAL COMPENSATION STATEMENT

\* SAMPLE FOR ILLUSTRATION PURPOSES ONLY \*

**POSITION:** Systems Administrator, Full-Time  
**LOCATION:** Canton, Ohio  
**STARTING LEVEL:** CL 28 (\$72,641 - \$118,102)  
**SALARY:** \$72,641 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however, some of the individual benefit values may vary based on your benefit choices.

<b>EARNINGS</b>	<b>\$72,641</b>
Retirement Benefits	\$20,194
Health/Life Insurance	\$16,946
Paid Time Off	\$10,337
<b>TOTAL EMPLOYER CONTRIBUTIONS</b>	<b>\$47,477</b>



*Employer contributions represent 40% of total compensation*

**TOTAL COMPENSATION** **\$120,118**  
**EMPLOYER CONTRIBUTIONS**

### Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.5% – 18.4% of basic pay varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay  
*Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%*
- ❖ Social Security 6.2% of earnings up to SS Wage Base

## Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

## Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
  - 0 – 3 years = 104 hours/year*
  - 3 – 15 years = 160 hours/year*
  - 15+ years = 208 hours/year*
- ❖ Paid Holidays 11 federal holidays

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## **ADDITIONAL BENEFITS**

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Employee Assistance Program (EAP)