



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK**

MARK A. NEAL
Clerk of Court

Thomas C. Kearns
Chief Deputy

www.mdb.uscourts.gov

VACANCY ANNOUNCEMENT

**SYSTEMS ADMINISTRATOR
(MICROSOFT AND VMWARE)**

ANNOUNCEMENT NUMBER: 18-09

APPOINTMENT: Permanent, full-time.

LOCATION: Baltimore or Greenbelt,
Maryland

AREA OF CONSIDERATION: Open to all

OPENING DATE: October 29, 2018

CLOSING DATE: Open until filled. First preference will be given to qualified applicants whose applications are received by November 12, 2018

SALARY RANGE: CL 26 (\$49,525 - \$80,529) with at least two years of hands-on systems administration experience. Promotion potential to CL27 without further competition.

CL27 (\$54,404 - \$88,485) with three to five years of hands-on systems administration experience. Promotion potential to CL28 without further competition.

CL28 (\$65,238 - \$106,012) with six or more years of hands-on systems administration experience.

RETENTION INCENTIVE:

The successful candidate for this vacancy may be eligible to receive a recruitment bonus.

WHO WE ARE:

If you are interested in joining a highly motivated, energetic, and engaged team, where innovation is encouraged, a wonderful variety of job tasks is ever-present, and work-life balance is valued and promoted, this is the job for you!

The mission of the United States Bankruptcy Court for the District of Maryland is to "Promote social and economic order by reconciling the opportunity of debtors to a fresh start with the right

of creditors to be paid.” The Court’s agile and highly skilled Information Technology (IT) Division’s vision is to be “Leaders in Innovation, Partners in Service, and Contributors to Justice.” The court has seven active judges, three recalled judges, and a Clerk’s Office staff of over 50 employees. Additional information about the court is available on our website at www.mdb.uscourts.gov.

POSITION OVERVIEW:

We are seeking an experienced Microsoft Windows and VMware systems administrator to provide production support and engineering services in the following IT infrastructure areas:

Microsoft Administration

- Windows Servers
- Windows Desktops
- Windows Domain

VMware Administration

- vSphere
- Horizon View
- User Environment Manager

Prior experience working in and/or appreciation for a structured enterprise IT environment are paramount for success in this position.

REPRESENTATIVE DUTIES:

- Serve on the district-wide Network Support Services (NSS) team.
- Administer Microsoft servers, on premises and in the cloud.
- Administer Microsoft desktops.
- Administer VMware server-level virtualization.
- Administer VMware desktop-level virtualization.
- Administer Domain Controllers and Active Directory.
- Administer SQLServer, IIS, and related applications.
- Utilize scripting languages.
- Perform systems hardening for assigned systems.
- Develop, implement, and manage IT projects from inception to delivery.
- Participate in IT Service Desk rotation responsibilities.
- Work with highly sensitive, confidential, and/or otherwise privileged information.
- Perform other related duties as required.

QUALIFICATIONS:

At least two years of hands-on experience administering Microsoft servers and VMware products in a mission-critical enterprise environment. A college degree from an accredited institution is required.

PREFERRED QUALIFICATIONS:

Prior Federal Government experience, either as an active service member, employee or on-site

contractor is preferred. An advanced technical degree from an accredited institution is preferred.

BENEFITS:

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching) as well as participation in the Federal Employees Retirement System, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter. Employment will be considered provisional pending the successful completion of the background investigation and a favorable suitability determination. Duties require working during non-business hours. Regular travel between court divisions is required. Physical effort may be involved in moving and lifting moderately heavy items when installing or troubleshooting IT infrastructure equipment.

HOW TO APPLY:

All interested persons must submit a **single** PDF containing:

- Cover letter (please indicate whether you prefer to work in the Baltimore or Greenbelt Division, or whether you would accept assignment to either Division);
- Resume;
- Completed AO 78 Application Form, which may be obtained at www.mdb.uscourts.gov;
- Copies of the two most recent performance evaluations; and
- The names and contact information for three professional references. Please note that by submitting the references, the applicant consents to those references being contacted.

Application packages must be emailed to Jobs@mdb.uscourts.gov (please include "Systems Administrator" in the subject line). **Please note that applications that are not submitted as a single PDF or are incomplete will not be considered.**

Interview travel expenses and relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received only candidates selected for an interview will be contacted.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER