



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

www.mdb.uscourts.gov

Mark A. Neal
Clerk of Court

Thomas C. Kearns
Chief Deputy

**VACANCY ANNOUNCEMENT
DESKTOP SYSTEMS ADMINISTRATOR/SYSTEMS ADMINISTRATOR**

ANNOUNCEMENT NUMBER: 26-05

APPOINTMENT: Part-time or Full-time

LOCATION: Baltimore or Greenbelt,
Maryland (Telework Eligible)

AREA OF CONSIDERATION: Open to all

OPENING DATE: June 15, 2026

CLOSING DATE: Open until filled.
Applications will be reviewed on a rolling basis.

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!

SALARY RANGE: CL 26 (\$62,212 – \$101,109) with at least two years of hands-on systems administration experience. Promotion potential to CL27 without further competition.

CL27 (\$68,346 – \$111,099) with three to five years of hands-on systems administration experience. Promotion potential to CL28 without further competition.

CL28 (\$81,906 – \$133,178) 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:

The Court's agile and highly skilled Information Technology (IT) team's vision is to be "Leaders in Innovation, Partners in Service, and Contributors to Justice." The mission of the Court 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 has five active judges and one recalled judge, and a Clerk's Office staff of over 40 employees. Additional information about the Court is available on our website at www.mdb.uscourts.gov. The incumbent will also be part of the district-wide shared services function, supporting users from other court units throughout the district.

POSITION OVERVIEW:

We are seeking an experienced Desktop Systems Administrator / Systems Administrator with

primary responsibility for engineering, implementing, maintaining, and enhancing Virtual Desktop Infrastructure (VDI) solutions, while sharing general desktop, server, and general IT support responsibilities with other members of the team.

REPRESENTATIVE DUTIES:

The Desktop Systems Administrator/Systems Administrator performs duties and responsibilities which include, but are not limited to, the following:

- Engineer, implement, maintain, and continuously enhance the Court’s Virtual Desktop Infrastructure (VDI) environment, including the supporting virtualization, storage, networking, and endpoint management components.
- Administer and support the Court’s VMware-based virtualization environment while participating in the evaluation, planning, testing, and potential migration to Microsoft Hyper-V and related technologies.
- Manage and optimize the Court’s Ommissa VDI platform, including desktop images, application delivery, user experience, performance monitoring, capacity planning, and platform lifecycle management.
- Evaluate, test, and implement new virtualization, VDI, and end-user computing technologies to improve reliability, security, performance, and operational efficiency.
- Design, deploy, maintain, and troubleshoot Windows desktop and server infrastructure supporting the Court’s on-premises computing environment.
- Monitor, analyze, and resolve complex infrastructure, virtualization, desktop, and application performance issues across production and disaster recovery environments.
- Develop and maintain standardized desktop images, software deployment processes, endpoint configurations, and operational procedures.
- Implement and maintain patching, security, monitoring, backup, and disaster recovery processes for virtualization, VDI, and supporting infrastructure platforms.
- Participate in infrastructure modernization initiatives, including virtualization platform upgrades, hardware refreshes, storage enhancements, and architectural improvements.
- Provide advanced technical support and escalation assistance for desktop, server, virtualization, and application-related issues while sharing operational responsibilities with other members of the IT team.
- Develop and maintain technical documentation, system diagrams, operational procedures, and support knowledge bases for assigned technologies and environments.
- Conduct testing, validation, and knowledge transfer activities to ensure long-term stability, supportability, and operational ownership of the Court’s infrastructure platforms.

QUALIFICATIONS:

Candidates must possess hands-on experience with the full lifecycle of enterprise Virtual Desktop Infrastructure (VDI) VMware Sphere/Ommissa Horizon environments, including architecture, implementation, administration, troubleshooting, upgrades, optimization, and ongoing support. A minimum of two (2) years of such experience is required for CL-26, four (4) years for CL-27, and six (6) years for CL-28. Experience with enterprise virtualization platforms, Windows desktop and server environments, Active Directory, Group Policy, storage, networking, endpoint management, and infrastructure troubleshooting is required. Candidates must also demonstrate strong analytical, problem-solving, communication, documentation, customer service, and project management

skills, as well as the ability to work independently and collaboratively in a complex enterprise environment.

Preferred Qualifications:

Experience with Microsoft Hyper-V, and related virtualization and end-user computing technologies is highly desirable. Linux administration experience is desirable. Industry certifications such as VMware Certified Professional (VCP), Ommissa certifications, Microsoft certifications, or equivalent credentials are highly preferred. A bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field is also highly 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, twelve 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. Employment will be considered provisional pending the successful completion of the background check and a favorable suitability determination.

HOW TO APPLY:

All interested persons must submit a single PDF containing (an optional cover letter and) a resume and a completed AO78 Application Form, which may be obtained at www.mdb.uscourts.gov. Application packages must be emailed to Jobs@mdb.uscourts.gov (please include "Desktop Systems Administrator/ Systems Administrator" in the subject line). Applicants are also requested to send a completed AO 78B Form, which may be obtained at www.mdb.uscourts.gov, to fair_employment@mdb.uscourts.gov.

Interview travel expenses will not be reimbursed 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, withdraw the job announcement, or fill the position at any time, any of which actions may occur without any prior written or other notice. Only candidates selected for an interview will be contacted.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER