



**United States Bankruptcy Court  
District of Arizona  
230 North First Avenue, Suite 101  
Phoenix, Arizona 85003-1706  
(602) 682-4000**

**Vacancy Announcement #24-02**

Position: Systems Administrator/Programmer

Location: Phoenix, Arizona

Position Type: Regular, Full-Time

Salary Range\*: CL 28 \$ 72,647 - \$ 118,112  
CL 29 \$ 86,400 - \$ 140,430

\*Depending Upon Qualifications and Experience

Opening Date: May 24, 2024

Closing Date: Open Until Filled  
Preference given to applications received by June 10, 2024

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**INTRODUCTION**

The United States Bankruptcy Court for the District of Arizona is accepting applications for a Systems Administrator/Programmer. This position is in the Phoenix Office and reports directly to the Director of Information Technology. The Systems Administrator/Programmer is responsible for the system administration of the court case management system's (CM/ECF) application and database servers and can additionally support other applications. The position is a build manager for CM/ECF upgrades and maintains and develops local application modifications. Day-to-day operational support includes, but is not limited to, monitoring logs and alerts for issues, troubleshooting, and assisting users with problems using CM/ECF and other programs. In addition, this position utilizes programming skills in Bash shell scripting, Java, JavaScript, Perl, Python, and other programming languages to develop reports and make modifications to CM/ECF and other locally or nationally supported applications.

The position also assists clerk's office staff, judges, and judge's staff in troubleshooting network, equipment, or software issues and regularly works with judiciary Administrative Office staff (AO) regarding national services, hosting, and security. Periodic after-hours/weekend work, lifting and transporting equipment, and occasional travel to divisional offices are required. Situational telework or condensed schedules may be available. However, this is not a full-time telework position.

## **REPRESENTATIVE DUTIES INCLUDE**

The representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by this position and do not reflect all duties assigned.

- Administer, support, and maintain all servers hosting CM/ECF software and data. This includes Informix database systems.
- Monitor daily system and network performance, analyze, isolate, and solve complex system and network problems, and perform data backups as necessary.
- Test and implement new CM/ECF and other software releases using GIT for code and build release management.
- Develop and maintain CM/ECF, statistical, and other application reports.
- Utilize Bash shell scripting, Perl, Java, JavaScript, Python, and other programming languages to develop application modifications in nationally or locally developed applications and databases.
- Install and support other vendor or software programs created by other courts, as needed.
- Ensure software systems are configured, maintained, and operated to meet local and national standards.
- Provide back-up support for front-end software configuration and forms creation as needed.
- Plan and forecast required sustaining and development tasks and the effort required to complete, in 2-week sprints.
- Research software development trends and technologies and make recommendations for software products and technology platforms.
- Develop and implement short-term and long-term software improvement plans for the court.
- Perform local on-site and remote access support and troubleshooting.
- Participate in developing, testing, and implementing disaster recovery procedures for all automated information systems.
- Perform helpdesk-related duties by assisting staff and external customers with routine IT-related inquiries regarding equipment, network, software, and user application issues and providing on-call support to judicial staff.
- Perform other duties as assigned.

## **QUALIFICATIONS**

To qualify for the position of Systems Administrator/Programmer, an applicant must possess a minimum of two (2) years specialized experience. Specialized experience is progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their application, terminology and methodology, including the accomplishment of computer project assignments that involve systems analysis, design, programming, implementation, integration and management. Bachelor's degree from an accredited college or university in information technology or a field closely related to the subject matter of the position preferred.

## **PREFERRED EXPERIENCE**

Linux Operating System experience.

Informix database systems support.

Use of GIT for software build management.

Prior experience in API development.

Software development experience in Perl, Bash shell scripting, and Java languages.

Knowledge of court policies, procedures, guidelines, or internal controls.

The ability to communicate effectively both orally and in writing is critical. Must have excellent interpersonal skills and effectively communicate with technical support staff and non-technical users.

Excellent organization skills, the ability to respond to requests on short notice, and multi-task.

## **SECURITY INVESTIGATIONS**

Applicants considered for this position must undergo a full Office of Personnel Management (OPM) background investigation at appointment and every five (5) years thereafter, as well as a local background investigation.

## **CITIZENSHIP**

Applicants must be citizens of the United States or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please visit <http://www.uscourts.gov>.

## **EMPLOYEE BENEFITS**

- Time off: 11 paid holidays, 13 vacations days, and 13 sick leave days annually. After three (3) years (including any prior federal work experience), vacation days accrue at a higher rate.
- Choice of a variety of employer-subsidized federal health, dental, vision, and life insurance plans.
- Flexible spending account to pay out-of-pocket health and dependent care expenses with

tax-free dollars.

- Flexible work schedules with the ability to participate in telework opportunities may be available, eligibility for Public Service Loan Forgiveness Program, public transit subsidy, and reasonable work hours.

## **APPLICATION PROCESS**

To apply for this position, qualified candidates must submit the following **in one pdf document in the following order**:

- an introductory cover letter detailing relevant experience.
- a current detailed resume (including training that you have completed and obtained certifications)
- AO-78, Federal Judicial Branch Application for Employment (download from <https://www.azb.uscourts.gov/> or <http://www.uscourts.gov>)
- please email the pdf document to [azbrecruitment@azb.uscourts.gov](mailto:azbrecruitment@azb.uscourts.gov)

**Incomplete applications may not be considered. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.**

## **CONDITIONS OF EMPLOYMENT**

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. Successful applicants are provisionally hired pending results of background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Employees are required to adhere to the Code of Conduct for Judicial Employees. Direct deposit of pay is required. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement for any reason. Said modifications may occur without prior written or other notice.

## **DIVERSITY AND EQUITY FOCUSED EMPLOYER**

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.

**The United States Bankruptcy Court District of Arizona  
is an Equal Opportunity Employer**