UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK
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July 20, 2016
Vacancy Announcement – #16-20/LINUXAD
Linux Systems Administrator
Brooklyn Courthouse – 225 Cadman Plaza East

Salary range: CL 28/1-29/61 ($64,172 - $124,060), commensurate with education and experience.
Preference given to applicants that submit their materials by Friday, August 12, 2016,
but position is open until filled

Position Summary:
The United States District Court has an opening for the position of **Linux Systems Administrator** based at the Brooklyn Courthouse, with periodic travel to the Long Island Courthouse in Central Islip. The incumbent is responsible for all phases of support of numerous Linux systems throughout the District. The incumbent reports to the supervisor for networks and servers.

Duties and Responsibilities:
Assists in the development and implementation of short and long range automation improvement plans for the court, ensuring that changes can be implemented with minimal disruption at the court site when changes are made.

Advises in the formulation and execution of plans approved by senior management staff. Adapts software and documentation; performs testing; establishes operating procedures; devises security systems for hardware, software and data; ensures backups are properly performed and recover data as needed; installs and maintains operating systems and SSL certificates; installs and maintains both physical and logical servers. Assists with the administration, support, and troubleshooting of Windows and vmWare systems.

Establishes, coordinates and delivers training in system use and capabilities. Provides user support and problem resolution for systems-related problems.

Advises court unit executives and senior staff in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems.

Coordinates timely repair of hardware including Linux computers other related devices. Coordinates timely restoration of air conditioning and electricity for the data center. Assist with data-closet activities including cable management and replacement of network devices and UPS. Deploys and maintains the inventory for Linux systems and software packages (e.g. ColdFusion, Informix, and Drupal). Installs, troubleshoots and configures all access and network communications as well as all Linux-based applications.

Develops specific system features to satisfy the needs of local court unit. This may involve making adaptations to a national system, or it may mean participating in the planning for, and the acquisition of a specific system for the court unit. Maintains library of software, including documentation of locally developed material. Develops, modifies, and runs special reports for different elements of the court units. Develops and maintains the COOP requirements pertinent to Linux administration.

Backs up the other systems staff and performs other office automation, user support, and project duties for the consolidate systems technology division as assigned.

Develops procedural guidelines and training documentation as needed for end users. Produces technical manuals and instructions for other IT staff.

Eligibility Requirements:
To qualify for this position. A Bachelor's Degree in an IT major and two years (2) of specialized experience in IT closely related to the position is required to qualify for the CL 28 level. A Master's Degree in an IT major may be substituted for the CL-28 experience requirement. To qualify for the CL-29 level, the candidate must have at least three (3) years of specialized experience (no educational substitution). The ability to analyze, evaluate and determine automation needs and then plan and

implement secure systems to meet those needs is required. Ability to train non-automation personnel in automation techniques and processes to meet established deadlines and commitments is required. Experience in Redhat Linux, with familiarity with database design, especially Informix, MySQL and MS-SQL is highly desirable.

Applicant Information:
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. Incomplete applications will not be considered.

Applicants must be U.S. citizens or eligible to work in the United States. Employees must adhere to the Code of Conduct for Judicial Employees. The successful candidate is hired provisionally, pending the results of an OPM Background Investigation. The incumbent will also be subject to periodic reinvestigations.

To receive consideration, qualified applicants should submit an application package which includes a resume, a cover letter noting qualifications, along with the Application for Federal Judicial Employment accessible on the Judiciary's Employment page www.uscourts.gov/careers via email to:

nyed-applications@nyed.uscourts.gov.

Application packages can also be mailed to:

U.S. District Court, E.D.N.Y,
225 Cadman Plaza East,
Brooklyn New York 11201
Attention: Jeffery Howell, Human Resources Manager

Please note Vacancy Announcement #16-20/LINUXAD on your correspondence. **Only complete application packages will be considered**. Due to the volume of applications received, the Court will communicate only with those individuals who are invited for a personal interview. The court reserves the right to conduct interviews prior to the closing date for receipt of applications.

The U.S. District Court is an Equal Opportunity Employer.