



**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF WEST VIRGINIA
VACANCY ANNOUNCEMENT 20-1
SYSTEMS ANALYST/PROGRAMMER**

Position Title Systems Analyst/Programmer
Job Grade and Salary Range: CL 27 - \$51,208 - \$83,210 or
CL 28 - \$61,360 - \$99,762
Depending on qualifications and experience
Promotion Potential: CL 28 without further competition
Duty Station: Wheeling, WV
Closing Date: Open Until Filled with preference given to applications received by
03/13/2020

Position Overview

The U.S. Bankruptcy Court for the Northern District of West Virginia is accepting applications for a full-time Systems Analyst/Programmer. The Systems Analyst/Programmer provides day-to-day operational support for Microsoft, Cisco, and VMware based information technology infrastructure, including Windows servers, Active Directory, and Linux based systems. The incumbent ensures effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments. The Systems Analyst/Programmer performs programming duties related to designing, modifying, and adapting software by writing code and meeting with end users to analyze needs and to implement software solutions. This position reports directly to the Director of Information Services and is located in Clerk's Office of the U.S. Bankruptcy Court in Wheeling, West Virginia.

Representative Duties

The Systems Analyst/Programmer performs duties and responsibilities such as:

- Provide technical expertise in the development and operational support of court systems and services.
- Assist in managing Active Directory servers and Storage Area Network (SAN).
- Assist in managing the production of virtual environments (VMware, VMware View administration, vSphere servers, and View Desktops).
- Assist in the installation, configuration, and deployment of systems and software related to the court's primary core function.
- Manage Active Directory Distributed File System (DFS) and DFS Replication.
- Monitor Cisco L2/L3 switches and wireless access points.
- Monitor system and network performance with Court provided systems
- Monitor system vulnerabilities.
- Provide mobile device support.
- Write code to specifications. Document work. Develop custom reports. Perform routine testing.
- Analyze user needs and software requirements to determine feasibility of design with time and cost constraints. Coordinate software system installation and monitor equipment function to ensure specifications are met. Analyze information to determine, recommend, and plan computer and plan computer specifications and layouts, and peripheral equipment modification.
- Design, modify, adapt, and enhance existing software to correct errors, allow adaptation to new hardware, or to improve performance of the software.
- Develop and perform software system testing and validation procedures and documentation.

- Confer with technical staff and end users to design software applications, including exchanging information on projection limitations and capabilities, performance requirements, and interfaces. Consult with customers about software system design, enhancement, and maintenance. Provide end user support for applications supported. Serve as a liaison between peers and end users.
- Create and document all actions, practices, procedures, and processes.
- Interact with internal clients and vendors as part of engineering and administration activities, such as customer support, technical and operational integration, and system maintenance.
- Coordinate and manage diverse technical support tasks.
- Maintain high satisfaction (both internal and external) through successful and timely resolution of technical problems.
- Perform system administration, maintenance, upgrades of the lab environment(s), and supporting workstations.
- Troubleshoot and repair system issues for end users and Chambers staff.
- Submit regular status updates and reports to a supervisor.

Minimum Qualifications

To qualify at the CL 27 level, the applicant must have two years specialized experience, including one-year equivalent to work at the CL-25 or completion of the requirements for a bachelor's degree from an accredited college or university with superior academic achievement.

To qualify at the CL 28 level, the applicant must have two years specialized experience, including at least one-year equivalent work at the CL-27 level or completion of a master's degree or two years of graduate studies in an accredited university in a field closely related to the position.

Specialized experience is progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.

Preferred Qualifications

Preference will be given to those candidates who possess progressively responsible technical experience related to iOS-based application development, including experience with Apple Swift programming language, Apple Xcode, Apple Human Interface guidelines. Skills related to development and support and enhancement of legacy court software applications should include Perl, Java, HTML and Informix Dynamic Server SQL. Knowledge and experience with managing MS Active Directory servers (Windows 2012 and above), Red Hat Linux and VMware View / VMware vSphere administration would be beneficial.

Benefits

Full-time employees are eligible for a full range of benefits including paid vacation, sick leave, paid holidays, and a retirement plan with a defined benefit. Optional benefits include health insurance, dental/vision insurance, life insurance, flexible benefits programs, long-term care insurance, thrift saving plan with matching contributions up to 5%, and a professional environment. Additional information can be found at www.uscourts.gov/careers/benefits.

Applicant Information

United States citizenship is required for consideration for this position.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available on the court's website.

Only qualified applicants will be considered for this position. Employees of the U.S. Bankruptcy Court for the Northern District of West Virginia are excepted service appointments. Excepted service appointments are considered "at will" and can be terminated without cause by the court.

The appointment to this position is provisional pending the successful completion of the required background investigation with five-year periodic reinvestigations. Retention depends on a favorable suitability determination. Additionally, there is a six-month probationary period.

This position is subject to mandatory electronic funds deposit of pay.

Application Process

Qualified applicants must submit:

- A cover letter detailing how your experience relates to the position;
- A completed AO-78, Federal Judicial Branch Application for Employment (which can be downloaded from <https://www.uscourts.gov/forms/human-resources-forms>);
- Resume; and
- Contact information for three professional references.

Applications may be submitted to:

Amanda Recchio, HR Specialist
U.S. Bankruptcy Court
Northern District of WV
PO Box 70
Wheeling, WV 26003 or amanda_recchio@wvnb.uscourts.gov

Only candidates selected for an interview will be contacted.

Candidates selected for interview must travel at their own expense.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice.

The Federal Judiciary is an Equal Employment Opportunity Employer.