



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF NORTH CAROLINA

AMENDED VACANCY ANNOUNCEMENT

POSITION:	Database Administrator
ANNOUNCEMENT:	19-01
LOCATION:	Greensboro, NC
CLASSIFICATION LEVEL/SALARY:	CL 27/28 (\$49,772 - \$96,999) <i>Depending on experience and qualifications.</i>
TERM:	Permanent
CLOSING DATE:	Open until filled <i>Priority consideration given to applications received by August 23, 2019.</i>

POSITION DESCRIPTION

The United States District Court for the Middle District of North Carolina is currently accepting applications for a Database Administrator. The Database Administrator performs work related to designing, modifying, and adapting existing software for the court's Case Management/Electronic Case Files System (CM/ECF), as well as other national and locally developed applications. The incumbent also administers the court's Informix Dynamic Server and MS SQL Enterprise Server databases and serves as the primary Red Hat Linux Systems Administrator. This position is located in the office of the Clerk of Court and reports directly to the Director of Information Systems.

REPRESENTATIVE DUTIES

- Analyze user needs and software requirements to determine feasibility of design within time and cost constraints. Coordinate software system installations, make programming changes, and monitor equipment functioning to ensure specifications are met. Analyze information to determine, recommend and plan computer specifications and layouts, and peripheral equipment modifications. Use technical expertise to resolve systems related problems.
- Design, modify, adapt, and enhance existing software via programming to correct errors, allow adaption to new hardware, or to improve performance of the software. Create and maintain data dictionaries. Develop and perform software system testing and validation procedures and documentation.
- Confer with technical staff and end users to design and program software applications, including exchanging information on project limitation and capabilities, performance requirements, and interfaces. Consult with customers about software systems design, enhancement, and maintenance. Write code to specifications, document work, develop custom reports, and perform routine testing.
- Install and test new versions of the database management systems (DBMS). Write database documentation, including data standards, procedures and definitions for the data, and control access permissions and privileges. Ensure storage, archiving, backup, and recovery procedures are functioning correctly. Develop, manage, and test backup and recovery plans.

- Serve as primary technical administrator for CM/ECF and other national and locally developed applications. Provide technical CM/ECF systems support and administration including installing new versions releases and backup services. Conduct backup and recovery of the CM/ECF databases stored on Linux systems. Implement disaster recovery plans ensuring data security and integrity.
- Install, configure, test, manage, and support new or revised releases of national and locally developed or customized systems interfacing with or running in the Linux operating environment.
- Maintain and develop Perl and shell scripts with embedded SQL to extract information from existing system databases or add information to the databases.
- Perform ongoing analysis of court applications to identify and correct problems and make recommendations for improvement to both manual and automated processes.
- Provide instruction and training on use and support of national and locally developed applications. Customize systems interface running in the Linux operating environments.
- Evaluate proposed equipment and configurations in accordance with the Linux systems and recommend equipment replacement and configurations. Perform project management and advise court managers on court automation needs, including time and cost requirements in terms of both personnel and funding.
- Prepare requests for hardware and software purchases in accordance with judiciary policies and procedures.
- Manage library of national and locally developed software and documentation affiliated with the Linux systems and relational databases.
- Serve as the primary Linux Systems Administrator. Monitor and maintain approximately ten Linux servers. Perform backup, file replication, and script management for servers. Test and apply new operating system software and maintenance patches, and patch management services. Complete routine security audits. Perform administrative scripting with Perl and Shell. Provide customer support via telephone, e-mail, and in-house help desk system. Manage the operating environments of hardware and software associated with the Linux systems and application databases. Manage and maintain external data storage devices and perform other related tasks, as required.
- Maintain contact with other information technology court personnel for the purpose of remaining knowledgeable of developments, techniques, and user programs. Assist local court units and other courts diagnose and resolve problems with databases supporting the case management systems.

QUALIFICATIONS

To qualify for this position at the CL 27 level, the applicant must be a high school graduate and have two years specialized experience, including at least one year at the next lower level (CL 26). To qualify at the 28 level, the applicant must have two years specialized experience, including at least one year at the next lower level (CL 27).

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

Education at the master's degree level or two years of graduate study may be substituted for required specialized experience if obtained in a field closely related to the subject matter of this position.

PREFERRED QUALIFICATIONS

Preference will be given to those candidates who possess progressively responsible technical experience related to enterprise-level database and application analysis, administration, development, and end user technical support, specifically with large, enterprise-level database management systems such as Informix Dynamic Server, Oracle, MySQL or Microsoft SQL Enterprise Server. A solid working knowledge of Red Hat Linux and/or Unix operating systems and administration including shell operations/scripting and server hardware platform/system management is also highly desirable, as is a thorough knowledge of Windows desktop and server operating systems. A working knowledge of web programming languages and utilities including Perl and Linux shell scripting is also preferred. Additionally, experience in the use of SQL and third-party reporting tools such as Crystal Reports, Business Objects, or Microsoft SSRS to extract data and develop custom reports is desired.

Preference will also be given to candidates whose work experience provides evidence of strong customer service skills; the ability to work cooperatively with clients, team members, and managers; the ability to handle multiple priorities in a fast-paced environment; and the ability to follow an assigned project through to completion. A bachelor's degree from an accredited university or college is also preferred

BENEFITS

Federal benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long-term disability insurance.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States District Court is a smoke-free environment. Applicants must be a U.S. citizen or eligible to work in the United States. Applicants can download an application from our web site at www.ncmd.uscourts.gov. Applications may also be obtained in the Clerk's Office, 4th Floor, U.S. Courthouse, 324 W. Market St., Greensboro, NC.

TO APPLY:

Please submit a cover letter and resume (or application) marked CONFIDENTIAL to:

U.S. District Court
Attn: Human Resources Specialist
324 W. Market Street
Greensboro, NC 27401

Travel and relocation expenses will not be reimbursed.

The United States District Court is an Equal Opportunity Employer.