



UNITED STATES BANKRUPTCY COURT  
FOR THE CENTRAL DISTRICT OF ILLINOIS

ANNOUNCEMENT NUMBER #2016-01

NOTICE OF VACANCY  
SYSTEMS SPECIALIST

- Salary Range:** CL 26 starting at \$42,644 commensurate with experience and qualifications, with growth *potential* to CL 27
- Location:** Peoria or Springfield, Illinois
- Posting Date:** December 2, 2015
- Closing Date:** Open until filled. (Preference will be given to applications received by Friday, December 18, 2015 at 5:00 p.m.)
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The U.S. Bankruptcy Court for the Central District of Illinois has an opening for a Systems Specialist. The Information Technology team provides support services to 3 Judges and 31 staff members in Chambers and the Clerk's Office. Come discover a challenging and rewarding career in our court.

**POSITION OVERVIEW:**

The successful candidate must be a self-starter as well as detail oriented. Candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. Candidate must have strong prioritizing and problem solving skills, solid communication skills (written & oral) and be able to communicate effectively with persons within the court as well as with persons outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner at all times is essential.

The Systems Specialist installs hardware and software, troubleshoots and repairs technical program problems. The ideal candidate must possess a variety of technical skills, and be able to provide IT support and training to staff, oversee major national systems and those developed or customized for local use, and provide technical, administrative and end-user support for mobile devices and courtroom audio and video equipment.

## **DUTIES AND RESPONSIBILITIES:**

Provide oversight and management of end user computing needs including the hardware used to access the system.

Primarily responsible for supporting mobile initiatives, including smartphones, tablets, audio and video conferencing systems, and remote administration and support tools.

Share in the responsibility for the management of enterprise hardware and software, network infrastructure, and for the coordination and integration of all data processing, office automation and data communication resources within the court.

Share in the responsibility for the day-to-day administration of nationally supported and local applications.

Oversee the day-to-day operation of technology used in the court and courtroom and ensure reliable and effective operation.

Provide hardware support for all audio/visual systems including the ability to move and connect mobile audio/visual teleconferencing equipment; troubleshoot both hardware and software systems for proper operation.

## **MINIMUM QUALIFICATIONS:**

Experience - Two (2) or more years of network administration experience with demonstrated ability to implement, operate, and document data automation systems when systems analysis, systems integration, and consideration of hardware and software are required. This experience must include primary responsibility with design, implementation, or support of an enterprise level network infrastructure.

Education - Bachelor's degree from an accredited college or university in a computer-related field is required.

## **COURT PREFERRED SKILLS:**

Thorough working knowledge of principles and techniques of computer hardware and software, office automation, database design, and data communications with the ability to troubleshoot and problem solve; knowledge of software testing methods, practices, and preventive maintenance activities.

Current technical proficiency in the following is advantageous: Windows Server 2012 R2, Windows 7, Active Directory, DNS, Relational database experience with SQL database, Microsoft products, Apple products, Virtualization environment, Backup Exec, and Adobe Acrobat.

## **BENEFITS:**

- 10 paid holidays per year
- 13-26 paid vacation days (depending on length of federal service)/13 paid sick days per year
- Partially paid medical insurance and life insurance paid by employee
- Participation in Federal Employees Retirement System

- Thrift Savings Plan with Government matching contributions
- Flexible spending accounts for child/dependent care and medical expenses
- Long-term care insurance paid by employee

**CONDITION OF EMPLOYMENT:**

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Retention depends on a favorable suitability determination. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

**HOW TO APPLY:**

Qualified candidates should submit an AO78 (Standard Application Form) available on-line at [www.ilcb.uscourts.gov](http://www.ilcb.uscourts.gov), a cover letter, a detailed resume which includes all applicable education, professional and training experience, college transcripts, three professional references, and copies of two recent performance evaluations. Any materials not submitted may disqualify an applicant for further consideration. All application materials should be sent in an envelope marked "Confidential" to:

U.S. Bankruptcy Court - ILC  
Attn: Human Resources - Announcement #2016-01  
226 U.S. Courthouse - 600 E. Monroe Street  
Springfield, IL 62701

Only qualified applicants will be considered for this position. If selected for an interview, participation in the interview process in Springfield, Illinois will be at the applicant's own expense. Management may close this announcement at any time. It is therefore recommended that applications be submitted as soon as possible. Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to interview.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER