

**United States Bankruptcy Court
Northern District of Illinois
Vacancy Announcement**



Position: Senior Systems Administrator
Location: Chicago, Illinois*
Salary: CL 28 \$79,251 - \$128,795
(Commensurate with Qualifications)

Posting Date: May 6, 2025

Closing Date: Open until filled

Posting Number: 25-01

(Preference will be given to applications received by May 13, 2025)

This is a full-time permanent position with promotion potential up to CL29 (\$94,221-\$153,186) without further competition. Starting salary commensurate with qualifications.

Join the United States Bankruptcy Court's team of energetic, career minded professionals! The United States Bankruptcy Court for the Northern District of Illinois is accepting applications for a full-time Senior Systems Administrator. The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal, automation, analytical and proofreading skills with a strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement.

*This full-time position is performed in a hybrid onsite/telework capacity.

Position Overview: This full-time position is in the Chicago division of the Clerk's Office of the United States Bankruptcy Court, Northern District of Illinois, and reports to the Assistant Manager of Information Technology. The Senior Systems Administrator provides primary design recommendations, implementation, and initial support for all Court technology initiatives. The Senior Systems Administrator shares 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. The Senior Systems Administrator also shares primary responsibility for the day-to-day administration of nationally supported and local applications, National Active Directory management, Cisco network hardware, operating system management (Windows server/workstation, Linux, Mac), local websites (including minor coding), CM/ECF or other major systems function, and their direct applications.

The Senior Systems Administrator may be required to travel to other Court locations on an as-needed basis, and may also be required to provide after-hours support, both remotely and onsite.

Representative Duties:

- Provide technical expertise as a team member in the development and operational support of the court's systems and services.
- Design, test, and deploy new or enhanced servers including resident software services.
- Perform server troubleshooting and triage during service failure scenarios and participate in detailed investigations to determine root cause and corrective actions.
- Support the court's current LAN/WAN network environment and integration into future unified communications networking systems.
- Ensure effective and efficient server maintenance and operations work/low and practices to

help improve availability and performance of systems and dependent environments.

- Provide hardware and software support for Windows Server 2019 and higher, Citrix, VMWare ESX, and Redhat Linux operating system environments.
- Provide troubleshooting support for the court's case management system, locally developed ECF and e-Filing systems, Active Directory, IIS, Informix, Exchange and SQL Servers, and other court-developed software applications and services.
- Responsible for the creation, maintenance, and enhancement of data backup and recovery procedures and practices.
- Conduct comprehensive data security assessments and provide for network security through hardware and/or software solutions.
- Analyze and research procurement needs relating to the purchase of new server hardware and dependent accessories including software utilities and backup tapes.
- Create and maintain systems documentation.
- Perform other related duties as required.

About the Court: The United States Bankruptcy Court for the Northern District of Illinois is in Chicago, Illinois, with a divisional office in Rockford, Illinois. The Court has seven judges in Chicago and one judge in Rockford. The Court is one of the busiest bankruptcy courts in the United States with over 21,000 cases filed in 2024.

Minimum Qualifications: To qualify at the CL28 level, the applicant must have two (2) years of specialized experience**, including at least one (1) year equivalent to work at the CL27 level. To qualify for this position at the CL29 level, the applicant must have two (2) years of specialized experience**, including at least one (1) year equivalent to work at the CL 28 level.

**Specialized experience is defined as progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully.

The successful candidate must: be detailed-oriented and highly organized with strong project management skills; be dependable and can work independently; be a problem solver who is results oriented; possess skill in advising non-automation personnel in automation techniques and processes; hold themselves accountable to high professional standards of performance and conduct.

Preferred Qualifications: A bachelor's degree in computer science, information systems or related discipline from an accredited college or university and work experience in bankruptcy, federal or local courts preferred. Network operating systems experience with Microsoft Windows Active Directory, Windows 10/11 and Server operating systems, multi-vendor SQL databases, Cisco hardware and software, and Macintosh systems. Excellent computer skills including the use of Office365, Adobe Acrobat, and basic demonstrable scripting skills in Visual Basic or PowerShell, are desirable. Management of endpoint security, patching, logging, and vulnerability scanning tools in an enterprise environment.

- Five (5) or more years of network administration experience with demonstrated ability to independently implement, operate, and document data automation system(s) when system analysis, system(s) integration, and consideration of hardware and software are required. This experience must include primary responsibility with design, implementation, or support of an enterprise level Cisco network infrastructure.
- Five (5) or more years of advanced experience with the design, installation, maintenance, and support of a virtualization environment.
- Five (5) or more years of experience with the installation, configuration, maintenance, and support of common Linux distributions.
- Five (5) or more years of experience with the installation, configuration, maintenance, and

support of Windows operating systems, including Windows 10/11 and Windows Server 2019 and above.

- Five (5) or more years of experience with supporting the general computing needs of a multidisciplinary staff, including both hardware and software support.

Employee Benefits: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered AT-WILL and can be terminated with or without cause by the court. While court employees are not covered by federal civil service classifications or regulations, they are, however, entitled to the same benefits as other federal employees. These benefits include: 13 days paid vacation for the first three (3) years of employment, 20 days after three (3) years, 26 days after 15 years; 13 days paid sick leave per year; 11 paid holidays per year; choice of medical, dental and vision coverage from a wide variety of plans; life insurance options; Federal Employees Retirement System; immediate participation in the Thrift Savings Plan (401K plan); optional participation in the Judiciary's Long Term Care Insurance Program; optional participation in the Judiciary's Flexible Spending Program; Commuter Benefit Program (dependent on fiscal year funding); Continuing Education Assistance Program (dependent on fiscal year funding).

Notice to Applicants: The final candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation). The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

Direct deposit is required for employee salary compensation. Applicants must be United States citizens or eligible to work in the United States. The Court is a smoke free environment.

How to Apply: To be considered for this position, go to

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=ba21c8dc&pos=25-01>

complete all questions and attach in **PDF format** your cover letter, resume, references and the Judicial Branch Federal Employment Application (AO 78) (including salary history).

Applications for Judicial Branch Federal Employment (AO78) may be obtained from the Court's website at:

https://opportunities.ilnb.uscourts.gov/Employment/application_for_employment.pdf

Incomplete application materials will not be accepted.

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense or be interviewed via telephone and/or video conference.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.