



UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF MISSISSIPPI

Vacancy Announcement – Systems Specialist

Announcement Number:	2019-03
Position Title:	Systems Specialist
Type of Appointment:	Temporary position not to exceed September 30, 2020. Position may become permanent based on budget.
Salary:	\$45,321 to \$52,872 - Based on qualifications and experience.
Classification Level:	CL-26
Location:	Aberdeen, Mississippi
Opening Date:	June 10, 2019
Closing Date:	Open until Filled – Preference given to applications received by July 8, 2019.

The United States Bankruptcy Court for the Northern District of Mississippi is currently accepting applications for a Systems Specialist. This is a full-time position within the Information Technology department and reports directly to the Information Systems Manager. This position is temporary not to exceed September 30, 2020; however, the position may become permanent without further advertisement.

Position Overview and Representative Duties:

The Systems Specialist provides administrative and technical support to the court in a wide range of areas, including developing and configuring hardware and software programs and providing support for complex technology projects. The incumbent also provides technical work related to designing, modifying, and adapting existing system software, as well as complex troubleshooting for hardware and software systems. The Systems Specialists analyzes the needs of end users and develops and implements software solutions.

The Systems Specialist performs duties and responsibilities which include, but are not limited to, the following:

- Plan, develop, and deploy software applications which enhance organizational efficiency and capabilities. Confer with Information Systems Manager and end users to design applications, including providing information on project limitations, performance requirements, and required interfaces. Consult with Information Systems Manager about software system design, enhancements, and ongoing maintenance.
- Provide end user support for applications supported. Serve as liaison between Information Systems Manager and end users.
- Modify, adapt, and enhance existing software, including national programs, to allow adaptation to new hardware, correct errors, or improve performance of the software. Write

applicable programming code based on specifications. Document work for follow-up purposes. Perform system testing and validation procedures.

- Develop custom reports, using court proprietary scripting methods. Perform programming and system enhancements, prototype testing, and create system documentation.
- Coordinate maintenance, security, troubleshooting, backups, and development of various databases which encompass the major applications of the court. Diagnose and remedy computing system failures, both hardware and software.
- Plan, coordinate, implement, and test network security measures in order to protect data, software, and hardware. Assist in the development of standard guidelines to guide the use and acquisition of software and to protect vulnerable information.
- Provide information and assistance to users on applications, such as word processing and data entry. Create user accounts and assist with providing end user training.
- Install or assist in the installation of upgrades of new or revised off-the-shelf/desktop releases. Set up, configure, install, and document hardware and software. Provide support for systems maintenance and local automation inventory controls. Provide support for mobile computing devices and remote access. Provide cabling support. Troubleshoot and provide user assistance with audio/visual, cellular, and land-line communications and equipment.
- Monitor day-to-day operations of technology equipment and its systems. Serve as the technical expert in solving computer system problems.
- Maintain contact with other information technology court personnel at different locations and levels for the purpose of keeping abreast of developments, techniques, and the latest user programs.
- Assist the Information Systems Manager with preparation of complex reports. Participate in and assist with ongoing functional training programs.
- Performs other duties as assigned.

Qualification Requirements:

To meet the minimum requirements, applicants must be a high school graduate or equivalent; and have two years of general experience and one year of specialized experience. Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the knowledge, skills, and abilities to successfully perform the duties of the position. This includes technical aspects of automation systems, data processing and data communications and their applications, terminology, and methodology. Demonstrate accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration, and management.

Education above a high school level may be substituted for general experience.

Preferred Skills/Qualifications:

Preference will be given to applicants who possess strong experience in delivering quality end user automation support to users in a fast paced, technically diverse environment, and possess a strong working knowledge of PC hardware, software, and Windows desktop operating systems in a networked (Microsoft Active Directory) environment.

A Bachelor's Degree in Computer Science or related field is strongly preferred.

Benefits:

The federal Judiciary offers a comprehensive benefits package (including paid vacation, sick leave, and holidays; participation in federal health benefits, life insurance, and retirement programs). For additional information regarding benefits, please visit the United States Courts website career page at www.uscourts.gov/careers.

Applicant Information:

Interviews will be held in Aberdeen, Mississippi and travel expenses cannot be reimbursed. Only the most qualified applicants will be considered for this position. As a condition of employment, background checks or investigations are mandatory for all new employees who are appointed to positions in the federal courts. An individual may be hired provisionally, pending successful completion of the necessary records checks. All court employees are “at will” employees, and therefore the appointee may be removed from this position at any time. Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to applicants to review upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be U.S. citizens or eligible to work in the United States. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date indicates.

Application Procedure:

Submit one document in PDF format via e-mail to MSNB_Jobs@msnb.uscourts.gov that includes the following:

- A cover letter;
- A resume that details experience and qualifications;
- A completed AO 78, Federal Judicial Branch Application for Employment (available on the court’s website at www.msnb.uscourts.gov/employment); and
- Contact information for three professional references.

Only timely electronic application documents will be reviewed for consideration. Applicants who fail to submit all required documentation or who submit application materials through any other means other than as provided above will not be considered.

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