

Position Title: Systems Engineer
Opening Date: December 2017
Application Deadline: Until Filled
Location: Jackson, Mississippi
Salary: CL 28 (\$57,726 - \$93,831) commensurate with qualifications and experience
Position Available: January 2018

Position Description

The Systems Engineer coordinates and oversees the information technology systems infrastructure. The incumbent performs both routine and complex infrastructure administration duties, including developing standards, recommending network and/or systems infrastructure changes, and coordinating and implementing technology security measures. The Systems Engineer is responsible for high-level and long-term analysis, design, development, and maintenance of the court unit's technology infrastructure.

Application Requirements

Failure to comply with all requirements may result in disqualification of application.

All application packages must include:

- 1) Application for Judicial Branch Federal Employment, Form AO78*****
(Please insure the form is saved properly and not blank when submitted.)
- 2) Detailed resume with exact dates of employment and salary history;**
- 3) Copy of college transcript; and**
- 4) Letter of application** (not to exceed five pages) that specifically addresses the applicant's qualifications, skills, and experience relative to each requirement and preference (where applicable) for this position.

*Application for Judicial Branch Federal Employment (Form AO 78) may be downloaded at www.mssb.uscourts.gov.

Submission of Application Package

Submit application package **including** Application for Judicial Branch Federal Employment (Form AO 78) in a single Portable Document Format (PDF), via email to:

2017_systems_engineer@mssb.uscourts.gov

Minimum Qualification Requirements

To be qualified for appointment, candidates must meet the following requirements:

Required Experience

- **Five years** progressively responsible information technology experience that provided an excellent understanding of the methods and procedures required to support technology infrastructure including:
 - project management,
 - technology infrastructure support, and
 - information technology systems analysis, design, development, and implementation.
- At least **three years** specialized experience must be at the CL 27 level that provided thorough knowledge and experience in theories, principles, practices, and techniques of system support including:
 - configuring, implementing, monitoring, and documenting hardware and software solutions,
 - developing, implementing, and monitoring of backup, recovery, and disaster recovery processes and procedures,
 - implementing security principles, practices and standards into systems and infrastructure implementation, and
 - troubleshooting hardware and software issues.

Preferred Experience

- Install, upgrade, configure, monitor, and troubleshoot Microsoft Windows Server 2008 R2/2012 R2 and 2016.
- Install, upgrade, configure, monitor, and troubleshoot Microsoft Windows Server applications and services including Distributed File System (DFS), Distributed File System Replication (DFSR), Microsoft SQL Server, Microsoft Internet Information Server (IIS), PHP/Perl/PowerScript, and Microsoft Sharepoint Server
- Install, upgrade, configure, monitor and troubleshoot web application infrastructure including Umbraco, Drupal, WordPress, and Microsoft Sharepoint Server
- Configure and manage virtualized servers and desktops with Microsoft Hyper-V and/or VMware ESXi/View
- Install, upgrade, configure, monitor and troubleshoot Microsoft Windows 7 Professional/Enterprise and Microsoft Window 10
- Configure and maintain networking services including SNMP, DNS and DHCP
- Configure, monitor, and document data resiliency and security components including Tenable Security Center (Nessus), Symantec Endpoint Protection (SEP), Veritas BackupExec/Veritas NetBackup, KACE Systems Management and MalwareBytes

Selection Process

Only the most qualified applicants will be invited for personal interviews. Final selection will be based on the results of interviews and subsequent background investigations. The court does not reimburse interview and/or relocation expenses. Offers may be extended, and the position may be filled, prior to the application deadline.

Background Check Requirement

This is a high-sensitive position within the Judiciary. The selected candidate will be subject to a background investigation (including credit check, and technical fingerprint check through the FBI Criminal Justice Information Services Division database) as a condition of employment.

Representative Duties

- Analyze needs, coordinate, and configure technological solutions to increase compatibility and share information. Determine computer software or hardware needed to set up or alter systems. Train other technicians to work with computer systems and programs. Diagnose hardware and custom off-the-shelf software problems, and replace defective components. Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations. Recommend changes to improve systems and configurations, as well as determine hardware or software requirements related to such changes.
- Analyze, develop, and implement short-term and long-range automation improvement plans for the court, ensuring that the changes can be implemented with minimal disruption at the court site.
- Plan for disaster recovery operations and testing, including network performance, security, anti-virus, intrusion, web usage/monitoring, design, and acquisition of servers. Produce comprehensive system documentation, perform system startup and shutdown procedures, and maintain control records. Monitor and perform data backups.
- Monitor network infrastructure and components, including all servers and workstations, and implement improvements to performance and security. Design, modify, enhance, test, and implement standard configurations for deployment of workstations, servers, and network components and client software.
- Recommend, schedule, test, and validate deployment of patches, security updates, and other upgrades to servers, workstations, and network components. Monitor providers websites to ensure patches are tested and applied in a timely fashion.
- Evaluate, recommend, and implement processes to improve efficiencies and performance of the networks through the development or purchase of products to automate and monitor routine tasks such as server and workstation maintenance activities, performance monitoring and reporting, installation of software or firmware upgrades, patches, etc.
- Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems. Plan, coordinate, implement and test network security measures in order to protect data, software, and hardware. Identify and assess risks by performing security analysis and assist in producing detailed security plans.
- Develop and implement standard procedures to guide the use and acquisition of software and to protect vulnerable information, data, and documents.
- Provide on-site network support for divisional offices and remote hearing locations.
- Supervise on-site vendors. Participate in district-wide network projects. Prepare and propose automation funding needs for fiscal budget. Recommend actions to cover projected shortfalls.
- Lead project teams in managing information technology projects and implementing and integrating systems with other networks.
- Perform other duties or special projects as assigned.

At-Will Position

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under Excepted Appointment and are considered “At-Will” employees.

Benefits

Employment benefits include:

- Participation in the Federal Health Insurance, Federal Employees Life Insurance, Federal Employees Group Long Term Disability, Federal Employees Retirement System, Thrift Savings Plan, and a Flexible Spending Plan;
- Choice of health plans; optional dental and vision health plans;
- 10 paid holidays per year;
- Free Parking; and
- Mandatory Electronic Funds Transfer (EFT) for net pay.

Application Checklist

- A complete application package must be submitted to be eligible for consideration.
- Review all electronic documents before submission.

Questions – Lisa Garrison at lisa_garrison@mssb.uscourts.gov or 601-608-4609.

The Court is not authorized to reimburse applicants for travel and/or relocation expenses.

The United States Bankruptcy Court is an Equal Opportunity Employer