District Court of the Virgin Islands
Vacancy Announcement
Career Opportunity Number: 2015-004

Position: Applications Administrator
Location: St. Thomas Division, U.S. Virgin Islands
Salary: CL 28 ($56,137 – $91,275) (based on experience; plus Cost-of-Living Allowance, currently at 13.84%)
Open: May 1, 2015
Close: Open Until Filled. **Preference will be given to applications received by May 15, 2015**.

Position Overview:

The District Court of the Virgin Islands is accepting applications for the position of Applications Administrator. The position is open to all qualified U.S. Citizens. The type of appointment is of permanent status on a full-time basis.

This position is located in the St. Thomas Division of the Clerk's Office, District Court of the Virgin Islands, and reports to the Systems Supervisor and/or Clerk of Court. The Applications Administrator performs professional work related to designing, modifying, and adapting existing software for the court's Case Management/Electronic Case Filing System (CM/ECF), as well as other national and locally developed applications. The incumbent also administers the court's Informix Database Server, Linux Servers, SharePoint Server, and MS SQL Enterprise Server databases, and serves as a primary backup to the Systems Supervisor.

Representative Duties:

➢ Analyze user needs and software requirements to determine feasibility of design within time and cost constraints. Coordinate software system installation, 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 adaptation 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 system 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 system (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 Bankruptcy and District Court CM/ECF and other national and locally developed applications. Provide technical CM/ECF systems support and administration including installing new version 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 and Windows operating environment.

➢ Maintain and develop Perl, Java, 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 or customized systems interfacing or running in the Linux and Windows operating environments.

➢ Evaluate proposed equipment and configurations in accordance with the Linux and Windows 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 and Windows systems and relational databases.

➢ Serve as primary backup to the Systems Supervisor. Monitor and maintain   Linux servers and Windows 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 and Windows 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 system.

To qualify at level CL 28:

Specialized Experience:

Two years of specialized experience, including at least one year equivalent to work at the CL 27 level or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in information technology. Specialized experience is described as progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.

Qualifications Required:

Information Technology and Automation

Advanced knowledge of theories, principles, practices, and usage of information technology, computer hardware, and software. Knowledge of applicable programming languages, databases, and application design. Knowledge of computer systems and networks, including skill in determining causes of operating errors. Skill in preparing system flow charts. Skill in generating or adapting programs, equipment, and technology to serve user's needs. Skill in writing computer programs for various purposes, including skill in writing program documentation.

Broad knowledge and understanding of the Informix Dynamic Server, the MS SQL Enterprise Server, and relational database theory and application. Skill in working with Linux systems. Knowledge and skill in working with electronic account management systems. Skill in project management. Skill in completing project assignments that involve systems analysis, design, programming, implementation, integration, and management. Skill in identifying complex problems, and reviewing related information to develop and evaluate options and implement solutions. Skill in analyzing court information technology needs, including evaluating software and hardware. Ability to respond effectively in critical situations. Knowledge of Informix, SQL, Linux shell scripting, Perl, and Windows.

Court Operations

Knowledge of and adherence to the policies and procedures of the court unit. Knowledge of the functions, processes, and work methods of the court unit to effectively perform Linux system administration and relational database management.

Judgment and Ethics

Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and good judgment.

Written and Oral Communication/Interaction

Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to produce accurate, thorough, and high quality written work documents, translating technical terms into non-technical language. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

Information Technology and Automation

Knowledge of software and keyboarding for word processing, data entry, email, computers and report generation. i.e. Microsoft Word, Microsoft Excel and other computer applications. Skilled in using standard office equipment (telephones, copiers, fax machines, scanners, etc.). Skilled in using a multi-line telephone efficiently and in a timely manner.

Work Environment and Physical Demands

Work is performed in an office setting. Duties sometimes require working during non-business hours. Duties include occasional travel to district offices, training and seminars. Physical effort may be required in moving, connecting, or troubleshooting equipment.

Court Preferred Experience:

A Bachelor's Degree in Information Technology and prior judiciary experience are preferred.

Benefits:

A generous benefits package is available to full-time permanent employees which may include:

  ➢ A minimum of 10 paid holidays
  ➢ Paid annual leave in the amount of 13 days per year for the first three years, 20 days after three years, and 26 days after fifteen years
  ➢ Paid sick leave in the amount of 13 days per year
  ➢ Optional participation in choice of Federal Employees Health Benefits
  ➢ Optional participation in Federal Employees Group Life Insurance
  ➢ Optional participation in the Flexible Benefits Program
  ➢ Optional participation in Long-Term Care Insurance

- ➢ Retirement benefits in the Federal Employees Retirement System (FERS)
- ➢ Thrift Savings Plan
- ➢ Eligible for private long term disability plan options

Conditions of Employment:

The successful applicant is subject to a reference, background check and/or investigation, which includes a Federal Bureau of Investigation (FBI) fingerprint check.   Employee retention depends upon a favorable suitability determination.   Employees of the District Court serve under "Excepted Appointments" and are "at will" employees, serving at the pleasure of the court. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training.   Applicants are responsible for their own interview travel expenses.   Employees are required to use Electronic Fund Transfer (eft) for payroll direct deposit.

Application Procedure:

Qualified applicants should submit a resume, detailed cover letter and an *Application for Judicial Branch Employment* (AO 78) to the address listed below.   Please indicate full-time or part-time experience and exact dates of employment.

Attention: Applications Administrator
                 Clerk of Court
                 District Court of the Virgin Islands
                 5500 Veteran's Drive, Room 310
                 St. Thomas, U.S. Virgin Islands 00802-6424

                 or via email to   viclerk@vid.uscourts.gov

**THE DISTRICT COURT OF THE VIRGIN ISLANDS
IS AN EQUAL OPPORTUNITY EMPLOYER**