



U.S. Court of Appeals for the Fourth Circuit Office of the Clerk Position Announcement 18-10

POSITION:	Database Administrator
LOCATION:	Fourth Circuit Clerk's Office, Richmond, Virginia
SALARY/CLASSIFICATION LEVEL:	\$60,440 - \$98,216 (CL 28)
CLOSING DATE:	Apply by October 5, 2018— open until filled

ABOUT THE COURT

The United States Court of Appeals for the Fourth Circuit is one of twelve regional appellate courts within the federal judicial system. The court hears appeals from the nine federal district courts in Maryland, Virginia, West Virginia, North Carolina, and South Carolina and from federal administrative agencies. The court's headquarters are in Richmond, Virginia. For more information about the Fourth Circuit Court of Appeals, please visit: <http://www.ca4.uscourts.gov>.

POSITION OVERVIEW

The Database Administrator is a member of the court's IT team and reports to the User Support and Training Manager. The incumbent performs professional work related to designing, modifying, and adapting existing software for the court's Case Management/Electronic Case Files System (CM/ECF), as well as other national and locally developed applications. The Database Administrator also administers the court's Informix Dynamic Server, MS SQL Server databases and other relational databases and serves as a primary Red Hat Administrator.

- 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 function 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 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 operating environment.
- Maintain and develop Perl 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 operating environments.
- Evaluate proposed equipment and configurations in accordance with the Linux 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 systems and relational databases.
- Serve as primary Linux Systems Administrator. Monitor and maintain approximately nine Linux 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 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.
- Schedule and coordinate after hours maintenance with court managers. Occasional after hours and weekend work is required.
- Write SQL based CM/ECF data extractors and reports using Microsoft Access or some other DBMS.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS

Minimum Qualifications

- Minimum of three years of specialized, progressively responsible professional IT experience including at least one year equivalent to work at a CL-27.
- Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position. This includes

knowledge of Informix, Linux systems, Perl, Shell, SQL and database management standards.

- Strong customer service skills, flexibility, and problem resolution skills are essential. Excellent written, oral, and interpersonal communication skills are required, with an exceptional ability to communicate technical concepts to non-technical staff.
- This position requires the ability to lift and move moderately heavy items, such as computer equipment.
- The employee must be able to occasionally work after hours and weekends. Some travel, including overnight trips, will be required.

Preferred Qualifications

- A college degree in computer science or related field.
- Preference will be given to those candidates who possess significant professional database administration experience. Experience with CM/ECF is highly desirable. Additional programming language knowledge and programming experience is also preferred.
- The ideal candidate will possess exceptional organization, time management, and logic skills while having the ability to work independently and in a team setting.

EMPLOYEE BENEFITS

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of employer-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan, with employer matching). The court offers a mass transit subsidy (budget dependent).

CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to the position is provisional pending a suitability determination by the Court, based on the results of a background check. Employees of the federal judiciary serve under "Excepted Appointments," and are thus at-will employees who serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior notice.

APPLICATION PROCEDURE

To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the

requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78-Application for Employment**, located at www.uscourts.gov/forms/AO078.pdf to 4cca-vacancy@ca4.uscourts.gov and reference Vacancy #18-10 in the subject line. The file should be a single PDF document.

Please include the title of the position in the subject line of the email and note the name of the website where this announcement was located in the cover letter. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted.

The United States Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.