



U.S. Bankruptcy Court, EDNY  
Conrad B. Duberstein Courthouse  
271-C Cadman Plaza East, Suite 1595  
Brooklyn, NY 11201-1800

U.S. Bankruptcy Court  
Eastern District of New York  
Office of the Clerk  
[www.nyeb.uscourts.gov](http://www.nyeb.uscourts.gov)



U.S. Bankruptcy Court, EDNY  
Alfonse M. D'Amato U.S. Courthouse  
290 Federal Plaza  
Central Islip, NY 11722

**CAREER OPPORTUNITY FY19/05**

**POSITION:** Database Administrator

**DATE:** March 15, 2019

**SALARY:** CL28/01 (\$67,228) - CL28/61 (\$109,245)  
Salary is based on education and qualifications.

**CLOSING:** Until Filled

**DUTY STATION:** Brooklyn, New York, with occasional travel to Central Islip court.

**Job Summary:**

The Database Administrator is a member of the court's IT team and reports to the Systems 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, MySQL Server, other relational databases and serves as a primary Red Hat Administrator.

**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 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. 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.
- 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.
- Maintain and develop Perl and Shell scripts with embedded SQL to extract information from existing system databases or add information to the databases. Write SQL based CM/ECF data extractors and reports using Microsoft Access or some other DBMS.

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- Perform ongoing analysis of court applications to identify and correct problems and make recommendations for improvement to both manual and automated processes. Perform project management and advise court managers on court automation needs, including time and cost requirements in terms of both personnel and funding.
- Evaluate proposed equipment and configurations in accordance with the Linux systems and recommend equipment replacement and configurations. Prepare requests for hardware and software purchases in accordance with judiciary policies and procedures.
- Serve as primary Linux Systems Administrator for national and locally hosted Linux systems. Manage library of nationally and locally developed software and documentation affiliated with Linux and Relational Database systems.
- 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.
- Perform other duties as assigned.

## **Qualification Requirements:**

Minimum of three years of specialized, progressively responsible professional IT experience. 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 incumbent must be able to occasionally work after hours and weekends. Some travel will be required.

## **Preferred Qualifications:**

A four year 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.

## **Application Process:**

To be considered, applicants must submit a cover letter, résumé, and Application for Judicial Employment (AO78). The application can be found on the court's website at <http://www.nyeb.uscourts.gov/> under *Employment, Working For the Federal Judiciary*. The cover letter should address how you satisfy the qualifications of the position. Applicants who fail to submit a complete application package will not be considered. All applications should be directed via email in PDF format to: [resumes@nyeb.uscourts.gov](mailto:resumes@nyeb.uscourts.gov). Only applications submitted via email will be accepted. Please include the title of the position and vacancy announcement #FY19-05 in the subject line. Preference will be given to applications received by April 5, 2019.

Only applicants selected for an interview will be contacted. Phone calls will not be accepted. The court reserves the right to modify, withdraw, or fill the career opportunity at any time, any of which may occur without prior written or other notice.

**Applicant must be a U.S. citizen or eligible to work in the Federal U.S. Court System**