## NOTICE OF POSITION VACANCY

**POSITION TITLE:** **DATABASE ADMINISTRATOR**

**LOCATION:** NEW ORLEANS, LOUISIANA

**VACANCY ANNOUNCEMENT #:** 17-DSC-17

**OPENING DATE:** FRIDAY, JUNE 23, 2017

**CLOSING DATE:** FRIDAY, JULY 14, 2017 (OR UNTIL FILLED)

**JOB CLASSIFICATION/GRADE:** CL – 27/28

**SALARY RANGE:** $48,170 - $93,831 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

## POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time position of a Database Administrator. The Database 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 multiple Linux and other database servers, provides support for user needs, and serves as a primary backup to the senior Linux Systems Administrator. The incumbent is a project manager and ensures projects are completed on time, on budget, and to the satisfaction of stakeholders. The incumbent also provides technical recommendations to court management. This position reports directly to the IT Systems Manager.

### REPRESENTATIVE DUTIES:

- Serve as technical administrator for CM/ECF and other national and locally developed systems. Provide technical systems support and administration and backup services and locally customized systems interfaces. Conduct backup and recovery of the CM/ECF databases stored on Linux systems. Implement disaster recovery plans ensuring data security and integrity.

- Provide input to budget formulation on the technical components and resource requirements. Develop, implement, and manage large and small scale projects from inception to delivery, including developing project plans, design plans, and detailed time lines. Ensure adequate resources are available, coordinate and lead project

meetings, and ensure projects are delivered on time and within the scope, schedule and budget while ensuring that changes can be implemented with minimal disruption to the work of the court.

- Analyze user needs and 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.
- 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.
- Create and maintain data dictionaries. Develop and perform software system testing and validation procedures and documentation.
- Analyze and develop Perl and Linux shell scripts with embedded SQL to extract information from existing system databases, or add information to the databases. Also, develop or modify Javascript, SQL and HTML.
- Manage other application and database servers which are MS Windows based and use technologies like Active Directory and ColdFusion.
- Provide instruction and training on use and support of national and locally developed or customized systems. Write database documentation, including data standards, procedures and definitions, and control access permissions and privileges.
- Serve as backup to the Linux Systems Administrator.
- Respond to questions or requests by judges, courts staff, and attorney with systems/applications for which responsible.
- Recommend strategies to judges, court management, and the user community to determine requirements for national systems which support the mission of the court. Provide advice and guidance on current and future technologies and the automation of manual court processes.
- Maintain contact with other automation court personnel at different locations and levels for the purpose of remaining knowledgeable of developments, techniques, and user programs.
- Perform other related duties, as assigned or required.

## QUALIFICATIONS:

### *Education and Experience Qualifications:*

To qualify for the CL-27, applicants must be a high school graduate or equivalent, with a minimum of two years of specialized experience with one year equivalent to work at the CL-25;
or
Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:
- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in field closely related to the subject matter of the position.

To qualify for the CL-28, applicants must be a high school graduate or equivalent with a minimum of two years of specialized experience with one year equivalent to work at the CL-27;
or
Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in a field closely related to the subject matter of the position.

*Specialized Experience:*

Progressively responsible technical experience which provides knowledge of designing, implementing or maintaining computer systems that include the completion of projects involving computer programming, application development, and database administration.

*Preferred Qualifications:*
- a bachelor's degree in computer science, MIS, or related field;
- a solid working knowledge of Red Hat Linux and/or UNIX operating systems;
- knowledge of the following programming languages: Perl, Java, PHP, Javascript;
- proficiency in writing and analyzing Linux shell script and SQL queries;
- general aptitude for learning new operating system and applications;
- ability to communicate effectively (orally and writing) to individuals and groups to provide accurate and thorough information, translating technical terms into non-technical language;
- commitment to performing functional and security testing of applications prior to roll out;
- commitment to providing excellent customer service.

Testing will be conducted to confirm applicant's knowledge and proficiency and the candidate may be asked to provide sample code.

## BENEFITS:

Employees of the United States District Court are not subject to regulations of the Civil Service Commission. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:
- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service is taken into consideration.

*****Eligibility for benefits varies with part-time and/or temporary appointments*****

**ADDITIONAL INFORMATION:**

The Office of the Clerk provides clerical support and record keeping services to the U. S. District Court for the Eastern District of Louisiana.  The Clerk's Office provides both short and long range opportunities for those interested in a service career with the United States Courts.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

**HOW TO APPLY:**

Applicants must be citizens of the United States or be authorized to work in the United States.

Interested candidates should submit a complete applicant's packet which includes:
- A completed AO-078  Federal Judicial Branch Application For Employment
- A letter of interest (cover letter)
- A current/detailed resume

The AO-078 application form can be downloaded from:
http://www.laed.uscourts.gov/sites/default/files/forms/AO_078.pdf

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. All application material must be submitted **ELECTRONICALLY**.

**Please email your complete applicant's packet to**: HRAdmin@laed.uscourts.gov

**DISCLOSURES:**

The United States District Court reserves the right to modify the conditions of this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The United States District Court requires employees to adhere to a Code of Conduct for Judiciary Employees. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses.  Only those interviewed will be  notified of the selection outcome.  We appreciate your interest in employment with our district.

*The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer*