



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WASHINGTON**

Vacancy Announcement 20-01

Position Title:	Application Administrator
Location:	Spokane, Washington
Position Type:	Full-time
Salary Range:	CL 25 to CL 27 (\$42,302 to \$83,210) Classification level and salary will be based upon qualifications and experience.
Closing Date:	Open until filled. To ensure consideration, applications must be received by March 30, 2020.

Position Overview: The application administrator is responsible for performing work related to designing, setting up, and maintaining computer systems. The incumbent performs application systems planning, support, and maintenance. This position reports to the IT Systems Manager and is located in the Bankruptcy Court Clerk's Office in Spokane, Washington. Occasional travel may be required.

Representative Duties:

- Develop specific system features to satisfy end user needs. Responsibilities involve making adaptations to judiciary-specific national systems, commercial off-the-shelf software, and other specific systems for the court unit.
- Perform testing, establish operating procedures, and devise security for software and data.
- Develop, modify, and run special reports for different elements of the court unit.
- Execute implementation of plans approved by a manager for information technology systems.
- Maintain web functions of the court.
- Test databases, correct errors, and make necessary modifications. Perform data backups and disaster recovery operations. Perform system startup and shutdown procedures; maintain control records.
- Utilize database tools to extract information from existing system databases, or conversely, to add information to the database.

Required Qualifications: To qualify for placement at CL 25, applicants must be a high school graduate or equivalent and have one year of specialized experience in the area of information technology that provided knowledge of computer processes and hardware/software capabilities. Completion of the requirements for a bachelor's degree from an accredited college or university in Information Technology or other closely related area of study may be used to substitute as one year of specialized experience at CL 25. To qualify for placement at CL 26, the incumbent must have two years' specialized experience equivalent to work at CL 25. For placement at CL

27 the minimum requirement is two years' specialized experience equivalent to work at CL 26. The incumbent must have the ability to implement, operate, and document information technology systems as well as experience in automating tasks. Preference will be given to applicants who have knowledge of or an aptitude to learn various technologies currently in use at the court, such as Informix, Linux, PERL, HTML, Content Management Systems, and database management software.

Employment Information: Employees of the United States Bankruptcy Court are entitled to similar benefits as other federal government employees, including:

- Federal health insurance benefits;
- Group life insurance and long-term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care and dependent care);
- Participation in the Thrift Savings Plan (similar to a 401k plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Paid annual and sick leave plus ten paid holidays per year.

Court employees serve under excepted appointments and are considered "at-will" employees. As such, employment can be terminated with or without cause at any time. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be U.S. Citizens or eligible to work in the United States. As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification, within reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

Application Process: Please send a letter of interest, resume, and application form AO-78 (available on the court's website at www.waeb.uscourts.gov under Court Information/Court Job Openings) to personnel@waeb.uscourts.gov in PDF format. Please note Vacancy Announcement 20-01 on the subject line of the email. Applicants selected for interviews will be contacted. Due to the volume of applications anticipated, only candidates in consideration for this position will be contacted. This position will remain open until filled.

THE U.S. BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER