United States Bankruptcy Court
District of Connecticut

Vacancy Announcement 17-2

POSITION:	**CM/ECF System Analyst**
POSITION TYPE:	**Full-Time Permanent**
SALARY RANGE:	**CL 28 ($64,002 - $104,033)**
OPEN DATE:	**May 22, 2017**
CLOSING DATE:	**Open until filled**
LOCATION:	**Hartford**

INTRODUCTION

This position is part of an information technology support division and reports to the I.T. Manager. The incumbent provides specialized technical support for the Clerk's Office and judicial staff located throughout the District of Connecticut in the areas of Informix database and applications administration, database and applications analysis, implementation of nationally-supported application new releases and upgrades, custom report development, web and shell programming, and Linux/Unix systems administration. The CM/ECF System Analyst assists with major information technology projects.

REPRESENTATIVE DUTIES

The I.T. Department is responsible for the computer systems, telecommunications infrastructure, and new technology for the District of Connecticut encompassing three locations. Applications are housed on Microsoft Windows and Linux servers, and Windows 7 are utilized as the primary desktop operating systems. Informix Dynamic Server Version 11, MySQL, and Microsoft SQL Server are utilized as supporting database products. VMWare is utilized for virtualization of all internal Windows and Linux server instances. Off-the-shelf applications include Microsoft Office, Lotus Notes (with migration soon to Microsoft Exchange/Outlook), Internet Explorer, Adobe Acrobat Professional, and other miscellaneous products. The I.T. Department also supports a large quantity of mobile computing devices including iPads, iPhones, Macbook Air, Microsoft Surface Pro devices, and Windows laptop computers.

The CM/ECF Systems Analyst is responsible for performing routine and specialized technical administration of the court's web-based bankruptcy court Case Management/Electronic Case Filing system (CM/ECF). These responsibilities include the installation, configuration, maintenance, and support of the many components of this nationally-supported court application, and the implementation of new software releases and major version upgrades including the upcoming NextGen CM/ECF products. CM/ECF and JMS reside on a centrally hosted Red Hat Linux platform which runs the Informix 11 RDBMS.

Responsibilities include system troubleshooting and direct end user support; customization of the CM/ECF application by modifying the system's event dictionary and modifying various aspects of the application end user interface via changes to the existing program code; the testing, installation and documentation of new releases of applications and operating system software as required; application/database health monitoring; and application/database security administration. The employee is also responsible for the development of custom informational and statistical reports from these systems for various work units and stakeholders within the court, utilizing Informix SQL and third party reporting tools such as Crystal Reports.

The incumbent will also act as a technical lead and project manager for the implementation of the Next Generation CM/ECF system (NextGen).

Additionally, the CM/ECF System Analyst will be responsible for or will assist with the management of various information technology projects and activities including but not limited to the acquisition, development, and implementation of emerging mission-critical technologies; and long range technology planning.

QUALIFICATIONS

Specialized experience is 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.

The successful candidate must be a self-starter as well as detail-oriented. Candidate must also be highly organized and tactful, possess good judgment, and maintain a professional appearance and demeanor at all times. Candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral) and be able to communicate effectively with persons within the court as well as with persons outside the court.

PREFERRED QUALIFICATIONS

Preference will be given to those candidates who possess progressively responsible technical experience related to enterprise-level database and application analysis, administration, development, and end user technical support, specifically with large, enterprise-level database management systems such as Informix Dynamic Server, DB2, Oracle, MySQL, or Microsoft SQL Server. Knowledge of web and client/server architecture and IP networking concepts is also preferred. A solid working knowledge of Red Hat Linux and/or Unix operating systems and administration including shell operations/scripting and server hardware platform/system management is also highly desirable, as is a thorough knowledge of Windows desktop and server operating systems. A working knowledge of web programming languages and utilities including Perl and Java is also preferred. Experience at effectively assessing and analyzing end user and organizational needs to facilitate the development of highly functional, mission-specific automated systems is highly desired. Additionally, experience in the use of SQL and third party reporting tools such as Crystal Reports to extract data and develop custom reports is desired. A deep knowledge of federal court operational practices and organizational structure, the CM/ECF end user interface, event dictionary functionality, and overall application structure are also desirable. The candidate must also possess superior analytical, problem solving,   and oral/written communications skills.

Preference will also be given to candidates whose work experience provides evidence of strong customer service skills; the ability to work cooperatively with clients, team members, and managers; the ability to handle multiple priorities in a fast-paced environment; and the ability to follow an assigned project through to completion. A bachelor's degree from an accredited university or college is also preferred.

BENEFITS

Federal benefits include paid vacation and sick leave, 10 paid holidays, and retirement benefits to include a defined benefit program and a 401(k) styled program known as the Thrift Savings Plan (TSP), which includes an immediate government match of up to 5%. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement. Additionally, we offer a transit subsidy (depending on budget), flexible work schedules, and an in-house fitness facility.

HOW TO APPLY
- E-mail cover letter and resume to: William_Bietz@ctb.uscourts.gov.
- A resume with three professional references.

Attachments should be submitted as Word or Adobe Acrobat .pdf documents. Other formats are not acceptable.   Please submit your online application by close of business **Friday, June 16, 2017.**

WHAT TO EXPECT NEXT:
Applicants selected for an interview will be contacted. Interviews may commence immediately. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.

This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply. No phone calls please. Only those candidates selected for interview will be contacted.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER