

# CAREER OPPORTUNITY

## CM/ECF Administrator Pittsburgh, Pennsylvania CL 27, \$48,356 - \$78,599 (Promotion potential to CL 28)

**Position:** CM/ECF Administrator  
**Annual Salary:** \$48,356 - \$78,599 (depending upon qualifications)  
**Position Location:** Pittsburgh, PA  
**Application Deadline:** Until filled

### Position Summary:

This position performs professional work related to designing, modifying, and adapting existing software for the Court's Case Management/Electronic Case Files (CM/ECF) database system, as well as other national and locally developed applications. The incumbent also installs, configures, maintains, and supports the Linux server operating system and performs work related to database management. This position performs other related tasks as required.

### Minimum Qualifications:

To qualify for the position, an individual must have a minimum of two years of experience in relational database administration, Linux systems administration, Perl, SQL, Java, and Shell Script. The individual must be self-motivated, possess strong interpersonal and communications skills, work effectively in teams, and be willing to take on new duties as they are assigned with a positive and creative attitude.

### Duties:

Include, but are not limited to the following:

- Serve as primary technical administrator for CM/ECF and associated applications, including: responsibility for all table settings, scripts, database maintenance, dictionary creation and changes, certificates, system forms, customizations, and upgrades; providing technical CM/ECF systems support and administration including installing new version releases and backup services; conducting backup and recovery of the CM/ECF databases stored on Linux systems; implementing disaster recovery plans to ensure data security and integrity; and performing routine testing.
- Coordinate software system installation, make programming changes, and monitor equipment functionality. Analyze information to determine, recommend and plan computer specifications and layouts as well as peripheral equipment modifications. Resolve systems-related problems.



U.S. Bankruptcy Court  
Western District of  
Pennsylvania

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Pittsburgh, PA 15219

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## CM/ECF Administrator, Pittsburgh, Pennsylvania

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**All applicants must be a U.S. citizen or be eligible to work in the United States.**

**All appointments subject to FBI Fingerprint Background Check, with periodic reinvestigation, if applicable.**

**All appointments also subject to mandatory electronic funds transfer.**

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- Work with Court operations and administrative staff to design, modify, adapt, and enhance existing software. Develop and perform software system testing and validation procedures and documentation.
- Design and program software applications. Develop reports (including customer reports), write code to specifications and document work.
- Install and test new versions of CM/ECF and its database management system. Write database documentation and control access permissions and privileges. Ensure storage, archiving, backup, and recovery procedures are functioning correctly.
- Maintain and develop Perl and shell scripts with embedded SQL.
- Perform ongoing analysis of Court applications. Review and evaluate software and applications for possible implementation.
- Provide instruction and training on use and support of systems interfacing or running in the Linux operating environments. Work with Operations personnel to propose and assist in developing CM/ECF training for all users and participate in delivery of training.
- Monitor and maintain the Court's Linux servers. Perform backup, file replication, and script management for servers. Test and apply new operating system software and patch management services. Complete security audits. Perform administrative scripting with Perl and Shell. Manage external data storage devices.
- Create, review, maintain, and submit ad-hoc, monthly, quarterly, and yearly statistical reports.
- Configure, implement, and maintain financial accounting modules in CM/ECF.

### **How to Apply:**

Application packets must be submitted electronically and will be accepted until the position is filled. Application packets must include a cover letter, a resume, and a *Federal Judicial Branch Application for Employment* (Form AO 78). Instructions for applying electronically are available at: <http://www.pawb.uscourts.gov/career-opportunities>.

**Please DO NOT CALL OR EMAIL the Court inquiring about the position. The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement, without prior written or other notice.**