Position Title: Information Systems Manager/Security Officer

Announcement Number: F2008-01
Court Name: United States Bankruptcy Court for the District of Wyoming
City: Cheyenne **State:** WY **Court Website:** www.wyb.uscourts.gov **Permanent Position:** YES
Job Grade: CL 28-30
Salary Min: $52,250
Salary Max: $119,325
Open Until Filled: YES

Position Description:
The United States Bankruptcy Court for the District of Wyoming seeks to fill the position of Information Systems Manager/Security Officer.

Reporting directly to the Clerk of Court, this is a professional and highly visible position that has broad information technology and security responsibilities. The incumbent will be responsible for the overall implementation, maintenance, administration, training, security and audit of the Court's information technology systems, courtroom technology support and judicial chambers and Clerk's Office connectivity.

Responsibilities:
This position holds accountability for the leadership and direction of long and short term technology planning, development and implementation. Serving as the point of contact and technology expert for the staff, the incumbent will be responsible for day to day operations and support, provide analytical guidance for information security. Design and implement technological policies and safeguards. Evaluate the system for vulnerabilities, potential security risks and efficiencies. Advises management in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems. Develops budget justification for systems equipment, upgrades, and normal operations. May develop specific systems features to satisfy local court unit needs. This may involve making adaptations to a national system, or it may mean participating in the planning for, and the acquisition of a specific system for the court unit. Maintains library of software and documentation of local and national materials. Duties sometimes require working during non-business hours. Working very closely with the Clerk and other court management, the incumbent will advise on technology spending and budget needs, assist with aligning technology with the strategic planning process and will serve a vital role in

the Court’s emergency preparedness and continuity of operations planning (COOP).
The first year of employment is considered a probationary period.

*Starting salary commensurate with work experience, previous federal government service, and prior pay history.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States. Because of the access to classified materials and information, candidate must pass an FBI High-Sensitive background investigation with periodic updates every five years.

- All positions at the Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause.

- The Court requires employees to adhere to a Code of Ethics and Conduct.

- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

- The Court reserves the right to modify the conditions of this announcement without prior notice.

Qualifications:
Candidates must have a bachelor’s degree in a related field from an accredited college or university.

Knowledge of virtual server applications, previous experience preferred.

Knowledge of PC's, Windows XP/Vista programs installation, maintenance and upgrades.

Certification in the following is preferred:

- Certified Novell Administrator; Certified Novell Engineer Microsoft Certified Professional; Microsoft Certified System Administrator; Microsoft Certified Systems Engineer credentials

- LINUX, Windows XP, WordPerfect, Lotus Notes, Microsoft Office Applications

- Outstanding organizational and interpersonal skills and excellent oral communication and writing skills; strong analytical, automation and project management skills.

- Exceptional customer service skills and the ability to work in a team oriented environment are required.

Specialized Experience:
Progressively responsible, successful, and substantive information technology experience preferably in a court environment that provided a general understanding of court technology, planning, policy and procedural requirements. Must be familiar with security systems involving the handling of classified information.

Benefits:
A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year

- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years

- Paid sick leave in the amount of 13 days per year

- Retirement benefits

- Optional participation in Thrift Savings Plan

- Optional participation in choice of Federal Employees' Health Benefits

- Optional participation in choice of Federal Employees' Group Life Insurance

- Optional participation in the Flexible Benefits Program

- Optional participation in the Commuter Benefit Program

How to Apply:

APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit a resume, a cover letter and application form available at www.wyb.uscourts.gov. Applications must be received by April 4, 2008 to receive consideration.

All application materials are to be sent to:

U.S. Bankruptcy Court
District of Wyoming
ATT: Human Resources
2120 Capitol Ave. Ste. 6004
Cheyenne, WY 82001

Fax: (307) 433 – 2544

Or

Via email to: wyb-hr@wyb.uscourts.gov

If your application packet does not provide all information requested, you may lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER