

# CAREER OPPORTUNITY

## Repost – Revised Salary Range



### UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF ILLINOIS

<b>POSITION:</b>	System Administrator
<b>VACANCY NUMBER:</b>	2026-03
<b>LOCATION:</b>	East St. Louis, Illinois
<b>SALARY RANGE:</b>	CL 28 to CL 29 (\$73,400 to \$141,891)*
<b>DATE POSTED:</b>	February 9, 2026
<b>CLOSING DATE:</b>	March 9, 2026, at 4:00 PM CT **

\* Previous applicants do not need to reapply.

\* Salary set based on qualifications, experience, and pay setting rules per *The Guide to Judiciary Policy*.

\*\* Application packets will be reviewed upon receipt, and interviews may be held, as well as a candidate selected, prior to the closing date of this announcement.

#### POSITION SUMMARY

The United States District Court for the Southern District of Illinois is seeking a qualified candidate to fill a full-time System Administrator position. The position provides a great opportunity to begin or continue a career in the Judicial Branch of the Federal government. The System Administrator is essential to ensuring the reliability and performance of our case management/electronic case filing system (CM/ECF). The System Administrator will serve as the principal operational administrator of the CM/ECF system. This position provides knowledge and assistance in developing and implementing procedures needed to ensure continuous improvement in system functionality, and to maintain the Court's CM/ECF system and related automation tools.

#### SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Administer, monitor, and troubleshoot the court's Unix/Linux-based systems, including server configuration, performance tuning, patching, backups, and security hardening on multiple RHEL servers with Informix databases.
- Support and troubleshoot issues related to CM/ECF and related processes.
- Develop and maintain SQL scripts for data extraction and reporting.
- Monitor system and security logs and take appropriate actions.
- Monitor national communications regarding potential problems and improvements.
- Function as the liaison between Operations team members in the review and analysis of operational practices and procedures and when preparing recommendations for internal enhancements to the CM/ECF system.
- Interact and work closely with other courts and court units (AO, NSD, etc.).
- Play an integral role in planning for and implementing the transition to the successor application for CM/ECF initiatives.
- Train with and serve as team member of Help Desk support.
- Train and serve as a backup to other IT roles, such as Courtroom AV Specialist, Automation Specialist, and System Network Engineer.
- Serve as primary inventory disposal officer after completion of training.
- Occasional after-hours work will be required to support scheduled or emergency updates,

upgrades, or disaster-recovery testing. Periodic overnight travel for IT conferences or seminars may also be necessary.

- Performs other information technology related duties as assigned.

### **QUALIFICATIONS**

The successful candidate must possess a bachelor's degree from an accredited institution in information technology or a field closely related to the subject matter of the position.

To qualify at the CL 28 level, the applicant must have two years specialized experience, including at least one-year equivalent work at the next lower level (CL 27) or completion of a master's degree or two years of graduate study (27 semesters or 54 quarter hours) in an accredited university in a field closely related to the subject matter of the position.

Specialized experience is progressively responsible experience that includes:

- RHEL administration experience with VI proficiency
- Proficiency in Informix database management and SQL scripting
- Proficiency with Perl scripting and custom reports
- Experience supporting mission-critical systems in a regulated, high-availability environment
- Working knowledge of modifying HTML files
- Ability to diagnose and resolve complex technical issues independently
- Excellent communication and documentation skills
- Experience coordinating application work with IT leadership, developers, and operational staff in a structured change-management environment
- Skill in advising technical and non-technical customers in automation techniques and processes
- Excellent customer service skills
- Self-motivated, results-driven, and detail-oriented

### **COURT PREFERRED SKILLS**

Prior experience in the federal judicial system, especially as System or CM/ECF Administrator. Experience with electronic case filing systems, such as CM/ECF NextGen. Excellent academic credentials. Superior troubleshooting skills. Strong organizational skills. Ability to prioritize tasks and juggle competing demands. Exceptional ability to communicate, articulate, and relate to coworkers and others with professionalism and integrity. Self-motivated, able to manage multiple tasks and meet competing deadlines.

### **BENEFITS**

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health insurance, life insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. For more detailed information about Federal Judiciary benefits, please visit the United States Courts website at <https://www.uscourts.gov/careers/benefits>. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

### **BACKGROUND INVESTIGATION REQUIREMENTS**

As a condition of employment, the selected candidate must successfully complete a ten-year FBI background investigation with periodic updates every five years thereafter. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check.

## PROCEDURES FOR APPLYING

Application packets should include the following:

- A letter of interest;
- Résumé;
- AO 78 (revised 05/24) Application for Judicial Branch Federal Employment (located on the court's website at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov));
- Names, addresses, and telephone numbers of three professional references.

[Click here](#) to apply using our HR Employment Application System. Receipt will be acknowledged by the Human Resources Department via e-mail. If you do not receive email confirmation please contact Human Resources at (618) 482-9224. Any questions regarding this vacancy should also be directed to Human Resources. Application packets must be received by 4:00 PM Central Time on the closing date. Incomplete and late application materials will not be considered. Application packets will be reviewed upon receipt, and interviews may be held, as well as a candidate selected, prior to the closing date of this announcement.

Applicants must be United States citizens or eligible to work in the United States. Selection will be consistent with the federal judiciary's policy to provide equal employment opportunity and to promote and facilitate diversity, equity, and inclusion in its workforce. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The Court provides reasonable accommodation to applicants with disabilities on a case-by-case basis for any part of the application or hiring process. Please contact Human Resources at (618) 482-9224 with any reasonable accommodation requests.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. If a similar position opens within 90 days of the closing date of this announcement, applicants under this announcement will be considered without further advertisement and competition. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

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### **Court's Mission**

Our mission is to resolve judicial matters fairly and justly in a manner that will uphold and defend the Constitution of the United States. We are committed to doing so through communication and education in order to ensure respect for the Court. We work to resolve disputes in a timely and efficient manner to promote the public's confidence and trust in the Judiciary of the United States and to protect individual rights and liberties through law.

### **Clerk's Office's Mission**

The mission of the Clerk's Office is to provide administrative and case management support to the district court, members of the bar, the public, and all government agencies in a professional, timely, and efficient manner. Through teamwork, we perform our duties with courtesy, respect, equality, and fairness, thereby promoting public trust and confidence in the judicial system. Success is linked to commitment, and we are committed to excellence.

***THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF ILLINOIS IS AN EQUAL OPPORTUNITY EMPLOYER.***