



**VACANCY ANNOUNCEMENT #2025-14  
CM/ECF Administrator**

**Office of the Clerk  
United States Bankruptcy Court  
District of Massachusetts**

**COURT LOCATION:** Massachusetts or eligible for full-time telework/remote work.

**OPENING DATE:** December 10, 2025

**CLOSING DATE:** Open Until Filled, preference given to applications received by December 31, 2025

**SALARY RANGE:** CL 28 \$80,293 - \$130,488  
(Salary commensurate with qualifications, experience, and time in grade requirements).

The United States Bankruptcy Court for the District of Massachusetts (Court) is seeking a qualified candidate to fill a full-time Case Management/Electronic Case Filing Administrator position. The position provides a great opportunity to begin or continue a career in Judicial Branch of the federal government.

**POSITION OVERVIEW:**

CM/ECF is the Federal Judiciary's Case Management/Electronic Case Filing system. We are seeking a highly skilled and proactive CM/ECF Administrator to support the mission-critical Case Management system that operates on Red Hat Enterprise Linux (REHL) servers and Informix databases. This role is essential to ensuring the reliability and performance of our case management infrastructure, while also contributing to reporting, scripting, and automation efforts. This position may be eligible for full-time remote work depending on experience and qualifications.

The CM/ECF Administrator will serve as one of the principal operational administrators 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 automated tools.

As the primary Administrator of the Court's CM/ECF system, the CM/ECF Administrator will maintain the CM/ECF event dictionary, oversee new release testing and implementation, and work with Operations team members to develop and deliver training materials for internal and external users.

The CM/ECF Administrator should be able to identify and recommend appropriate actions and/or training as well as potential updates on continuing problems to correct CM/ECF issues.

#### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Administer, monitor, and troubleshoot issues and apply upgrades and patches 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 any 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, the AO, and NSD
- Develop and maintain ADI functionality, troubleshoot problems affecting installation, and support new releases
- Play an integral role in planning for the transition to the successor application for CM/ECF initiatives
- 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 CM/ECF related duties as assigned

#### **MINIMUM QUALIFICATIONS:**

To qualify at the CL 28 level, the applicant must have two years specialized experience, including at least one year equivalent to work at the next lower level (CL 27).

Specialized experience is progressively responsible experience that includes:

- Working knowledge of modifying HTML files
- Two years specialized experience. Specialized experience refers to hands-on work that is directly relevant to the duties and responsibilities providing CM/ECF application support.
- Solid understanding of Federal Court operations
- Outstanding organizational skills, the ability to exercise mature judgment and work collaboratively with chambers, court staff, public, the AO and other courts
- Self-motivated, results-driven, and detail-oriented

**PREFERRED QUALIFICATIONS:**

- Red Hat Enterprise Linux administration experience
- Proficiency in SQL and Informix database management
- Proficiency with Perl scripting and custom reports
- Ability to diagnose and resolve complex technical issues independently
- Excellent communication and documentation skills

**CONDITIONS OF EMPLOYMENT:**

The applicant must be a citizen of the United States or be eligible to work in the United States. In the federal judiciary, employees are appointed under excepted appointments, are "at will," and can be terminated with or without cause by the Court. In addition to a criminal background check and fingerprinting, employees are subject to a probationary period (6 months). Salaries are payable electronically via direct deposit for this position. Employees of the U.S. Courts are required to adhere to the Code of Conduct for Judiciary Employees, which may be found on the [uscourts.gov](http://uscourts.gov) website.

**BENEFITS:**

Court employees are entitled to the following benefits:

- 13 paid vacation days for the first three years of full-time employment
- Thereafter, 20 to 26 days/year dependent upon length of service
- 13 paid sick days per year
- 11 paid holidays per year
- Choice of medical, dental and vision coverage with pre-tax employee premiums
- Group life insurance and long-term care options
- Flexible Spending Accounts for health care, dependent care, and commuter/parking costs
- Participation in the Thrift Savings Plan (similar to a 401K plan with matching contributions)
- Participation in the Federal Employees Retirement System

**HOW TO APPLY:**

Please submit a cover letter, resume, and Application for Judicial Branch Federal Employment Form (Form AO 78a) either by mail to: Anita Scigliano, Human Resources Administrator, U.S. Bankruptcy Court, John W. McCormack Post Office & Court House, 5 Post Office Square, Suite 1150, Boston, MA 02109-3945; or by email to: [hr@mab.uscourts.gov](mailto:hr@mab.uscourts.gov). Please, no telephone calls.

Form AO 78a can be located here: <http://www.mab.uscourts.gov/employment>.

The Court is not authorized to reimburse candidates for interview or relocation expenses. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.

The United States Bankruptcy Court is an Equal Employment Opportunity Employer.