



VACANCY ANNOUNCEMENT #2025-15
Systems Administrator/Information Security Officer
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 18, 2025

CLOSING DATE: Open Until Filled

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 qualified candidates to fill a full-time **Systems Administrator/Information Security Officer** position for a nationally supported voice case system (McVCIS). Technology plays an integral part in the innovation and continuous improvement of the Federal Judiciary in general and the Court in particular.

The position provides a great opportunity to begin or continue a career with the Federal Judiciary. The Clerk's Office consists of three court locations across the Commonwealth of Massachusetts (Boston, Worcester and Springfield). This position may be eligible for full-time remote work depending on experience and qualifications.

POSITION OVERVIEW:

The Court seeks a well-organized, detail-oriented, and time-conscious individual who enjoys Linux systems administration and information security (SysAdm/ISO). The SysAdm/ISO performs technical work involving the design, modification, adaptation, and

security of existing systems, as well as advanced troubleshooting of hardware and software issues. The SysAdm/ISO also develops and implements secure hardware and software solutions consistent with national standards and provides comprehensive support as a member of the McVCIS team. The SysAdm/ISO is responsible for managing the McVCIS systems and maintaining the security posture of both production and development environments. The duties described for the SysAdm/ISO position are not intended to reflect all tasks performed within this classification.

POSITION DUTIES AND RESPONSIBILITIES:

- Manage Daily Systems Administration functions of Red Hat Enterprise Linux Systems in both production and development environments.
 - Monitor system health, logs, and performance metrics.
 - Diagnose and resolve issues related to hardware, OS, applications, and network services.
 - Respond to alerts and perform root-cause analysis of recurring or critical incidents.
 - Automate routine tasks to improve operational efficiency and consistency.
- Assist with the development and maintenance of a security posture program for Red Hat Enterprise Linux Systems in both production and development environments in accordance with national and local standards.
 - Configure and maintain system security features and controls.
 - Apply security patches and perform vulnerability remediation.
 - Monitor for unauthorized activities and perform regular system hardening.
 - Assist in compliance audits and security assessments.
- New Technology - Stay abreast of new information technology hardware, software and industry trends and make recommendations to management for keeping McVCIS current with technology needs. Install or assist in the installation of new or revised releases of national and local system applications.
- 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.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Two years specialized experience. Specialized experience is hands-on experience in work more directly related to the duties and responsibilities of this position.
- A high school diploma or equivalent.
- Excellent customer service, written and oral communication skills.
- Excellent organizational skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.
- Ability to implement, operate, troubleshoot, and document information technology systems.
- Demonstrated experience in Red Hat Enterprise Linux (RHEL) configuration management, daily administrative functions, log review, and patch management processes.
- Demonstrated experience implementing and maintaining security compliance frameworks and benchmarks such as NIST and CIS.
- Ability to work individually as well as in a team environment.

PREFERRED QUALIFICATIONS:

- Bachelor's degree, or two-year degree in Computer Science or related field, from an accredited college, university, or technical school.
- Prior Federal Judiciary experience.
- Proficiency with major distributions (RHEL/CentOS, Ubuntu, Debian, SUSE)
- Proficient in SQL
- Familiar with MS Office 365, MSTEAMS and other collaborative office suites.
- Strong understanding of network routing, switching, and IP protocols.
- Ability to diagnose and resolve complex technical issues independently.
- Strong Understanding of Information Technology security best practices related to Linux Systems security - and development, security and operations (DevSecOps) experience.

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 considered to be "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 (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 website](https://uscourts.gov).

BENEFITS:

Judiciary 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
- 50% Telework (after completion of probationary period)
- Public Transit Subsidy (dependent on budget)

HOW TO APPLY:

Please submit a cover letter, resume, and Application for Judicial Branch Federal Employment Form (Form AO 78a)* 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; email: hr@mab.uscourts.gov

* Application for Judicial Branch Employment, Form AO 78a may be downloaded from <http://www.mab.uscourts.gov/employment>.

No phone calls, please.

The U. S. Bankruptcy Court of Massachusetts 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