



**United States Bankruptcy Court
District of Utah**

Position Announcement

UTBC 2026-03

Position: Systems Administrator/Programmer (CM/ECF)

Location: Salt Lake City, Utah The Frank E. Moss Courthouse is going through a seismic upgrade and major renovation until the fall of 2026. Therefore, this position will primarily telework until completion with occasional visits to our temporary location.

Starting Salary Range: This position is classified under the Court Personnel System (CPS) at salary levels **CL-28 (\$71,583-\$116,394) or CL-29 (\$85,141-\$138,380)**. Starting salary is commensurate with experience, education, and qualifications.

Closing Date: Open until filled, Applications submitted by June 15, 2026, are encouraged.

POSITION OVERVIEW:

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.

QUALIFICATIONS:

Applicants must have at least two years of specialized hands-on experience with relational database administration and development, Linux systems administration, Perl, SQL, Shell Script, and Java. Preference may be given to applicants who possess more than two years of direct CM/ECF experience at the database and Perl/Linux file system. Candidates should be self-motivated, possess strong interpersonal and communication skills, work effectively in a team environment, and demonstrate adaptability with a positive, solutions-focused approach.

DUTIES:

Include, but are not limited to the following:

- Serves as the primary technical administrator for CM/ECF and related applications, including installation, upgrades, database maintenance, customizations, security, and technical support.
- Investigates and resolves CM/ECF application issues reported by Court staff or external users; coordinates with the Administrative Office (AO) or other national IT resources as needed for additional support.
- Installs, configures, maintains, and monitors Linux and Red Hat Enterprise Linux servers, as well as cloud-based and virtual machines (20+ VMs), ensuring system stability, backups, replication, and disaster recovery.
- Develops, maintains, and supports scripts and applications (Perl, shell, SQL, Java) to enhance Court systems and automate processes.
- Coordinates system installations, upgrades, integrations, troubleshooting, and system monitoring; implements alerting and logging to proactively resolve issues.
- Conducts capacity planning, security hardening, patch management, audits, and ensures compliance with data integrity and federal standards.

- Participates in change management and disaster recovery testing; maintains documentation, manages user access, and ensures procedural compliance.
- Provides training and guidance to Court staff on CM/ECF, Linux-based systems, and related tools.
- Coordinates with national and local IT staff on system updates, virtual environments, and shared applications.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. Appointment to this position is provisional, contingent upon a fingerprint and criminal background check. Employees of the judiciary are “at-will” employees and are subject to a six-month probationary period. Judiciary employees are required to adhere to the judicial Code of Conduct. Applicants must be citizens of the United States of America or be eligible to work in the United States.

BENEFITS:

The United States Bankruptcy Court is part of the judicial branch of the United States government. Court employees are not included in the government’s Civil Service classification. They are, however, entitled to the following benefits: paid vacation, paid holidays, sick leave, choice of health plans, federal employees retirement system, life insurance, flexible spending accounts (health and dependent care), long term care options, and the Thrift Savings Plan (the federal government’s 401K plan). This position is subject to mandatory direct deposit for payment of net pay.

APPLICATION PROCEDURE:

Qualified persons should submit the following: 1) Application for Judicial Branch Federal Employment (AO-78), 2) a resume, and 3) cover letter to the address below, or email to **bankruptcy_jobs@utb.uscourts.gov**. Application form AO-78 is available via the court’s website www.utb.uscourts.gov or at the address listed below from 8:00 a.m. to 4:30 p.m. Monday-Friday.

United States Bankruptcy Court
Attn: Jon Willardson, Human Resources Manager
301 Frank E. Moss Courthouse
350 So. Main St.
Salt Lake City, Utah 84101

Incomplete applications will not be considered.

Only qualified applicants will be considered for this position, and only those candidates selected for an interview will be contacted.

EQUAL OPPORTUNITY EMPLOYER