

RECRUITMENT NOTICE



VERMONT COURT SYSTEM

Database Administrator

Class Definition:

A permanent full time opening (PG 26) exists for a Database Administrator in the Research and Information Services Division of the Office of the Court Administrator. The primary responsibility for this position will be database administration of high availability Judiciary case management systems. This includes installation, configuration, maintenance, and enhancement of VCase, the Vermont court case management system. VCase is a solution based upon New Dawn Technologies case management system solution, integrated with AmCAD's e-filing solution and combined with Jury System Inc.'s Jury+ software. This new system consists of multiple Microsoft SQL Server 2008 databases used to support court case management (accounting, calendaring, docketing, etc), jury management, electronic filing and electronic document management in the courts throughout the state.

The person in this position will collaborate with other technical staff and contractors in the areas of infrastructure and applications along with functional business staff to develop and maintain enterprise architecture. Additionally the incumbent will provide secure, readily available access to data and reports, monitor growth and performance while optimizing, tuning and resolving issues within the parameters of the VCase vendor solutions, as well as participate in upgrades and new implementations. The incumbent is a technical expert in administration and configuration and very knowledgeable in many aspects of the overall infrastructure such as database servers, application servers, web servers, and clients (i.e. initialization files, Listeners, OS commands, SQL scripting, and integration with middleware). Duties are performed under the supervision of the Director of Research and Information Services in the Court Administrator's Office.

Examples of work:

- Install and setup databases and other system components such as application servers, process monitors and schedulers, report servers and identify management.
- Implement and maintain a variety of enterprise database environments such as Production, Development, Test/Pre-production, and Training.
- Deploy fault tolerant strategies that provide for replication, redundancy, archiving, audit logs, backup, restoration and overall business continuity.
- Monitor database growth and application performance, identify CPU intensive processes.
- Execute OS console commands and develop and run SQL scripts.

- Tune database structure (i.e. recreate joins & links, and re-index tables, identify poorly structured queries), server kernel parameters and application server configurations (i.e. such as handlers, app services, or startup memory) within the parameters of the VCase vendor solutions.
- Research and analyze impacts of application patches, run compare reports, apply patches, and/or patch-bundles, as applicable, refreshing databases and migrating security and customizations.
- Enable and maintain user and data security while ensuring connectivity of other components of the infrastructure (web and application servers).
- Troubleshoot and track problems to their source, analyzing logs and error messages and other means available (supplier knowledgebase, user group bulleting boards/forums, manuals, etc).
- Performs related duties as required.

Environmental Factors:

Work is performed in a standard office setting and there is considerable interaction with users and members of project teams requiring tact and diplomacy to balance competing views. Work outside of regular 7:45am - 4:30pm schedule can be anticipated often requiring work to be performed before or after workday so that it does not impact system availability to users. The person who fills this position will be stationed in Berlin, Vermont. Occasional travel to other courts within the state of Vermont may be required and a private means of transportation will be necessary. Travel will be reimbursed according to the reimbursement policies of the State of Vermont.

Knowledge Skills and Abilities

- Considerable knowledge of Database application, computer programming languages and techniques, OS commands, and shell editors.
- Requires a significant depth and breadth of technologies to contrast normal operations and integrations with problems encountered, and ability to work with and provide detailed information to internal application developers and server support staff as well as application vendor’s advanced level technical support staff.
- Strong analytical skills and ability to work independently to resolve extremely difficult system problems using a variety of research and troubleshooting means available. Ability to perform database design and construct specifications based on requirements.
- Ability to evaluate system performance and make appropriate adjustments through tuning and configuration changes.
- Ability to learn and become productive quickly and contribute to the overall improvement as a member of a support group.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to work under pressure.

Minimum Requirements

Education/Experience

- Bachelor's degree in computer science or related field and two (2) years experience as database administrator with Microsoft SQL Server 2008, including SQL Reporting Services;
- OR Associate's degree in computer science or related field that includes 15 computer science and programming credits AND four (4) years experience as database administrator with Microsoft SQL Server 2008, including SQL Reporting Services;
- OR High School AND Six (6) years experience as database administrator with Microsoft SQL Server 2008, including SQL Reporting Services.

Preferred Requirements

- Experience with clustering, mirroring and other fault tolerant strategies.
- Microsoft SQL Server administration experience within a web-based application environment.
- Administration of other database solutions in addition to Microsoft SQL Server (ex. Oracle, DB2, etc) a plus.
- Programming experience such as with C, C++, C#, VB/VBA, .NET and/or Object Oriented programming.
- Experience with web services in an information exchange environment for data transfer automation including import and export functions; API experience.
- Web server administration experience with Microsoft IIS and/or Apache Tomcat.
- Microsoft Certification a plus.

Salary

Starting salary is a pay grade 26, \$966.00 a week with longevity increases in accordance with State step pay plan and annual cost of living increases as enacted by the Vermont State Legislature. Employees of the Vermont Judiciary are currently serving one unpaid furlough day per month.

Benefits include

- Vacation time and sick leave are earned each pay period
- Twelve paid holidays per year
- Group life and medical insurance are available
- Long Term Disability is effective after six months
- Dental coverage is effective after six months
- Membership in the Vermont State Employees Retirement System
- Deferred Comp (457 Plans)

An overview of Benefits offered by the Vermont Judiciary can be found at the link below:
<http://www.vermontjudiciary.org/JC/Shared%20Documents/total.compensation.pdf>

Submission of Applications

All applicants must meet the minimum qualifications as listed to be considered for this position. Applications must be detailed in all respects, particularly in such areas as school(s) attended, dates of attendance, degrees and courses of study, and work experience, with dates and major job duties performed. Applicants will be rated on training and experience.

In addition to the application and resume, please address the following questions in a cover letter or separate attachment:

- 1) Describe your experience working with Microsoft SQL Server 2008.
- 2) Describe fault tolerant strategies available with Microsoft SQL Server 2008. Identify any experience you have with these strategies.
- 3) If you have any experience as a Database Administrator outside of Microsoft SQL Server, please identify which database software and describe your experience.

Application forms may be obtained at Office of the Court Administrator, 111 State Street, Montpelier VT or www.vermontjudiciary.org. Open until filled. Mail a fully completed application to.

**Office of the Court Administrator
Human Resources Department
109 State Street
Montpelier, VT 05609-0701
Phone: (802) 828-4906
TTY: (802) 828-3234**

An Equal Opportunity Employer

Persons with disabilities who wish to apply and would like to request a reasonable accommodation to participate in any portion of the application or interview process should contact Human Resources directly.