

VACANCY ANNOUNCEMENT 2015-8

OFFICE OF THE CLERK UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE

DATE: December 11, 2015

POSITION TITLE: Programmer/Systems Administrator (Full-Time Permanent)

LOCATION: Knoxville, TN

SALARY: CL 27/1 to CL 29/61 (\$46,835 to \$108,538) – Starting salary is usually in the low to middle portion of the range provided above, depending on qualifications and experience in accordance with the Court Personnel System.

PROMOTION POTENTIAL: There is promotion potential to the CL 28 and CL 29 levels without competition (when determined qualified and depending upon budget).

CLOSING DATE: Expected closing date has been extended to January 29, 2016. Opportunity will be considered open until the position is filled or cancelled.

POSITION OVERVIEW:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for a Programmer/Systems Administrator position, which performs application development and end user support activities for multiple court locations within the district. Job duties include the following:

- Design, develop, implement, and support application software
- Maintain existing locally developed application software
- Prepare and maintain documentation of locally developed software
- Create, modify, and maintain SQL based reports
- Perform routine troubleshooting
- Develop technical and end user documentation
- Perform hardware and software Installation, configuration, and upgrades
- Occasional travel to other courthouses within the District
- Other duties as assigned

GENERAL QUALIFICATIONS:

- Exceptional organizational and time management skills
- Excellent interpersonal skills
- Ability to handle multiple tasks simultaneously
- Excellent written and oral communication skills with the ability to explain technical concepts in an understandable manner
- Proficiency at writing effective instructions for users and fellow staff
- Ability to independently analyze, isolate, and solve problems in complex systems
- Ability to maintain a professional demeanor, exercise mature judgment, and to be a dependable and flexible team participant

- Expert knowledge of relational database theory and knowledge of installation and configuration of application database servers
- Ability to design, develop, and modify computer programs for court needs
- Knowledge and expertise in program/project management with skill in coordinating and monitoring projects

COURT PREFERRED SKILLS/QUALIFICATIONS:

- Three years of specialized experience
- A relevant associate or bachelor's degree
- Expert knowledge of PHP and PERL development languages
- Expert knowledge of Informix and MYSQL database development
- Comprehensive knowledge of MS Windows and Linux operating systems
- Proficiency in Microsoft Active Directory environments
- Proficiency in server virtualization (VMWare/Hyper-V)
- Proficiency in MS SharePoint
- Ability to implement, operate, and document IT systems and processes
- Ability to effectively train users in relevant hardware and software programs

MINIMUM EXPERIENCE AND/OR EDUCATION REQUIREMENTS:

A minimum of two years of specialized experience defined as: progressively responsible information technology experience designing, implementing, or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.

Classification level will be set based on the work experience, qualifications, and salary history of the successful candidate.

To qualify at a CL 27, at least one year of the required specialized experience must be equivalent to work at the CL 25. Completion of a bachelor's degree from an accredited college or university AND one of the following superior academic achievement requirements can be substituted for the minimum experience requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
- Standing in the upper third of the class.
- "3.5" average or better in a major that involves information technology.
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in a field closely related to the subject matter of the position.

To qualify at a CL 28, at least one year of the required specialized experience must be equivalent to work at the CL 27. Completion of a Master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in a field closely related to the subject matter of the position can be substituted for the minimum experience requirements.

To qualify at a CL 29, at least one year of the specialized experience must be equivalent to work at the CL 28.

CONDITIONS OF EMPLOYMENT:

- U.S. District Court employees serve under "Excepted Appointments" and are considered "at will." Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.

- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States.
- New employees are subject to a six-month probationary period.

BENEFITS:

Court employees are entitled to the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years and twenty-six days after fifteen years.
- Ten paid federal holidays per calendar year.
- Participation in a Federal Employees Health Insurance Program.
- Participation in Group Life Insurance, Long-Term Care Insurance, and Long-Term Disability programs.
- Participation in a pre-tax Flexible Benefits Spending Account.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to connie_penland@tned.uscourts.gov and jenifer_ferrell@tned.uscourts.gov that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references; and
- A completed AO 78, Application for Federal Judicial Branch Employment (available on the court's website at <http://www.tned.uscourts.gov/docs/ao78.pdf>)
- OPTIONAL: Providing descriptions of applications developed, screen shots of user interfaces, etc. is encouraged.

INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT COMBINED INTO ONE PDF FILE MAY NOT BE CONSIDERED.

- Only applicants selected for an interview will be notified.
- Applicants interviewed will take a computer skills test.
- Employment references will be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- The court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE**