



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN
OFFICE OF THE CLERK**

Vacancy Announcement #: 18-02

Systems Analyst/Programmer

CL-27 - \$50,975 - \$82,909 *

[with promotional opportunity to CL-28 - \$61,127 - \$99,332]

***Starting salary commensurate with work experience/prior federal government service**

**Position will be open until filled, with preference given to resumes received by:
March 21, 2018**

Position Overview

The Systems Analyst/Programmer is part of the Information Technology team that is responsible for the implementation and coordination of specifically assigned automation projects for the court unit. The Systems Analyst/Programmer administers the day-to-day operations and support of court applications, such as CM/ECF, to ensure reliable and effective operations. The position performs work related to designing, modifying, and adapting existing and acquired software. The position is responsible for writing code; and under the direction of the Director of I.T. may meet with end users to analyze their needs to implement software solutions and perform moderately complex troubleshooting for hardware and software systems.

Representative Duties

- Implement and coordinate specifically assigned automation project plans for the court unit.
- Modify, adapt, and enhance existing software, including off the shelf, local, and national applications, to allow adaptation to new hardware, correct for errors, or improve performance of the software.
- Write code to specifications. Document work. Develop custom reports. Prepare flow charts. Perform routine testing. Provide analysis and recommendations to the assistant systems manager in user needs and software requirements to determine feasibility of design within time and cost constraints.
- Install or assist in the installation of new or revised releases of national systems.
- Prepare and maintain the documentation of all locally-developed software used at the site.
- May confer with technical staff and end users to design software applications, including exchanging information on project limitation and capabilities, performance requirements, and interfaces.
- Performs other duties as assigned.

Required Competencies

- Knowledge of applicable programming languages, databases, and application design.
- Knowledge of computer systems and networks, including skill in determining causes of operating errors.
- Skill in generating or adapting programs, equipment and technology to serve user needs.
- Skill in analyzing court information technology needs, including software evaluation.
- Skill in translating and documenting technical terms into non-technical language.

Minimum Qualification Requirements

Requires a minimum of three (3) years of relevant work experience, including user applications, terminology, and methodology, with the equivalent of one (1) year of demonstrated programming experience in Python, Perl or equivalent. Knowledge of PC hardware/software to provide excellent technical support for a user base of up to 80. Demonstrated ability to implement, operate, and document automation systems when system analysis, systems integration, and consideration of hardware and software are a part of the experience. Skill in teaching methods, techniques, and processes which are most successful in training non-automation personnel.

Preference will be given to candidates with the following qualifications:

- Working knowledge of Microsoft Office Suite and Sharepoint
- Knowledge of relational database fundamentals and experience with database applications such as MySQL, Informix, SQL server
- Federal judiciary work experience along with general knowledge of court functions and operations
- Experience with VMWare, Windows Server, Cisco and WAN/LANs
- Bachelor's Degree

Federal benefits package. Applicant must be a U.S. citizen or eligible to work in the United States. Position will remain open until filled, with preference given to resumes received by March 21, 2018. Only candidates selected for an interview will be contacted. Submit one PDF including cover letter, resume, and Form AO 78, Federal Judicial Branch Application for Employment [available at www.wied.uscourts.gov/employment] to: employment@wied.uscourts.gov

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