



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

**Vacancy Announcement #: 25-11  
Systems Analyst/Programmer**

**CL-27 - \$61,840 - \$100,550 \***

**[with promotional opportunity to CL-28 - \$74,140 - \$120,488]**

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

**Position will be open until filled, with preference give to applications received by December 31, 2025**

**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 Systems Manager 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, and perform routine testing.
- Provide analysis and recommendations to the 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.
- Confer with technical staff and end users to design software applications, including exchanging information on project limitation and capabilities, performance requirements, and interfaces.
- Perform other duties as assigned.

## **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, Java, C# 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. Experience troubleshooting systems to determine causes of operating errors. Skill in analyzing information technology needs, including software evaluation. Skill in documenting technical processes.

Preference will be given to candidates with the following qualifications: Bachelor's degree; knowledge of relational database fundamentals and experience with database applications such as MySQL, Informix, Microsoft SQL Server, along with off-the-shelf reporting tools; proficiency in Microsoft Office 365, including collaboration tools such as SharePoint, OneDrive, OneNote, and Teams; experience with Microsoft Power Platform; working knowledge of Content Management Systems such as Drupal or WordPress; experience integrating third-party APIs and services to enhance application functionality and data exchange; experience with AI coding tools; experience in processing and handling flat file data formats such as CSV and positional text files; federal judiciary work experience, along with general knowledge of court functions and operations. Cybersecurity knowledge and experience strongly preferred.

## **Information for Applicant**

Position will remain open until filled, with preference given to applications received by December 31, 2025. Only candidates selected for an interview will be contacted. Submit single PDF to: [employment@wied.uscourts.gov](mailto:employment@wied.uscourts.gov) including:

1. Cover letter,
2. Resume, and
3. Form AO 78, Federal Judicial Branch Application for Employment, available at: <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>

- Applicants must be U.S. citizen or eligible to work in the United States
- Federal benefits package
- Employees are required to use the Electronic Fund Transfer [EFT] for payroll deposit
- The selected candidate will be subject to a background check as a condition of employment
- Employees of the United States District Court are “at will” employees and are not included in the Government’s Civil Service Classification