



UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

WESTERN DIVISION
312 North Spring Street, Room G-8
Los Angeles, CA 90012

SOUTHERN DIVISION
411 West Fourth Street, Suite 1053
Santa Ana, CA 92701-4516

EASTERN DIVISION
3470 Twelfth Street, Room 134
Riverside, CA 92501

TERRY NAFISI

District Court Executive and
Clerk of Court

NOTICE OF POSITION VACANCY

Position:	Programmer/Analyst	Opening Date:	February 8, 2012
Classification Level:	CL 28	Closing Date:	Open Until Filled
Salary Range:	\$61,294 - \$99,671	Number of Positions:	One Permanent One (or more) Temporary
Location:	Los Angeles, CA	Vacancy Number:	12-01

POSITION OVERVIEW

The Office of Information Technology to the United States District Court, Central District of California, Western Division, is accepting applications for the position of **Programmer/Analyst**. The Central District of California has courthouses in Los Angeles, Santa Ana, and Riverside, providing services to more than 500 employees. The Office is headquartered in the District Clerk's Office in Los Angeles, but working locations in Riverside or Santa Ana may be possible. The Office is an exciting, innovative, and fast-paced environment designing IT solutions and providing assistance to judges and court personnel in the administration of justice. Occasional travel to the Santa Ana and Riverside Divisions is required. The temporary position has the potential to become permanent.

As such the incumbent will be joining a small, but highly motivated team in a fast-paced and dynamic environment to design and develop mission-critical Microsoft SharePoint 2010-based intranet solutions. The candidate will be involved with the design, development and maintenance of court websites. This position will be responsible for analyzing business requirements, designing software solutions, writing programming code, maintaining code documentation and the training of system operators. The position will also be responsible for adapting legacy software to meet current court business requirements. Duties may require working during non-business hours.

Responsibilities include, but are not limited to:

- Applying SharePoint technology to solve identified problems and building efficiencies emerging from work with court employees;
- Performing routine support and troubleshooting of SharePoint environment;
- Developing and maintaining documentation of program development;
- Consulting with court staff and other customers regarding software design, enhancement, and maintenance;
- Reviewing and analyzing the work of other programmers;
- Providing technical expertise to identify, evaluate, and develop effective security procedures and systems requirements to meet identified needs;
- Providing technical systems support for the court's case management system (CM/ECF); including administration, installing, configuring, testing, managing, and supporting new or revised releases of national systems interfacing with or running in the Linux operating environment;
- Applying best practices of software engineering, including code standards, testing, and release procedures;
- Developing, testing, researching and validating locally developed automation software;
- Providing oral and written status reports to management and court teams;
- Other duties as required.

QUALIFICATIONS REQUIRED - GENERAL

- Minimum five years of work experience.
- Experience in a lead role in web-development projects.
- Must be results-oriented and detail-oriented.
- Ability to implement best practices in SharePoint development.
- Excellent problem solving skills.
- Excellent English oral and verbal communication skills (for presentations).
- Ability to translate technical language to understandable terms for lay staff.
- Possess a strong desire to learn subjects affecting the position.
- Must be motivated when opportunities are presented.
- Exercise mature judgment.
- Ability to manage multiple projects.

QUALIFICATIONS REQUIRED - TECHNOLOGIES

- Microsoft SharePoint Server 2010
- Microsoft DotNET (ASPX, C#, etc.)
- Microsoft SQL databases
- SQL Server Reporting Services
- Microsoft Servers and related technologies (IIS, etc.)

QUALIFICATIONS DESIRED

- Scripting languages (VBScript, JQuery, JavaScript)
- HTML and CSS
- Open-Source Content Management Systems such as Drupal
- Other programming language such as PHP or Perl
- Other SQL databases such as MySQL or Informix
- Knowledge of Linux such as Ubuntu and Red Hat

EDUCATIONAL REQUIREMENTS

A bachelor's degree from an accredited college or university in computer science, information systems, or related field is preferred.

PHYSICAL REQUIREMENTS

Successful candidate must be able to bend, pull, push and lift up to 40 pounds, reach, walk, stand and/or sit for extended periods, with or without accommodation.

BENEFITS

Federal benefits include paid vacation and sick leave; health, life, dental, vision, disability, and long term care insurance plans; retirement; matching and tax-deferred Thrift Savings Plan; paid holidays; and flexible work schedule.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the court's website at www.cacd.uscourts.gov. As a condition of employment, the final candidate will be subject to an extensive background investigation with periodic reinvestigation every five years. If you are interested in reviewing the questions on the background investigation form, click on [BackgroundInvestigationForm](#). The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Due to the volume of applications received, the court will only communicate with those individuals who will be tested or interviewed. All applicants scheduled to test or interview should advise the Human Resources staff if any accommodation will be necessary to test or interview. The United States District Court is a smoke-free environment. Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements. Applicants can download an application from our website at www.cacd.uscourts.gov or call our 24-hour job information line at (213) 894-2904.

Interested persons must submit an application, resume, a list of all SharePoint or other web applications you have developed, list of PERL or shell scripts, and a one page summary of your short and long term professional goals. Candidates selected to interview will be required to showcase their portfolio in an oral presentation. Candidates are encouraged to provide their own equipment for the presentation. If candidates are not able to bring in personal equipment, the Court will provide a laptop with an internet connection. Submit the requested information to: United States District Court, Human Resources Department, 312 North Spring Street, Room 535, Los Angeles, California 90012.

The United States District Court is an Equal Employment Opportunity Employer