

12-02
February 22, 2012
Career Opportunity



United States Probation Office
Western District of Tennessee

Position: **PACTS Analyst and Administrator**
(Permanent appointment)

Location: Memphis, TN

Closing Date: Until Filled

Salary Range: \$37,941 - \$61,709 (CL25)
Promotion potential \$41,786 - \$67,951 (CL26) commensurate with
experience

Position Overview

The PACTS Analyst and Administrator performs a variety of automation and administration functions as required by project and daily demands. This includes (but not limited to): Design and execution of database reports and queries to a variety of tools and technologies; gather requirements, design, code, debug and test PACTS reports, forms, and other PACTS related automation solutions; enterprise application management and administration (e.g., application security, upgrades with change control, disaster planning), and general systems administration of Linux, and Windows. Additional duties may include other IT-related projects, as needed and assigned from time to time. Basic help desk response duties are also required.

The incumbent will also be required to attain and retain a thorough working knowledge of the court procedures, processes, and policies supported by court applications and databases. The incumbent must be able to communicate effectively with management, judicial officers, their staff as well as all staff within the probation office, pretrial office, clerk's office and support staff at Systems Deployment and Support Division (SDSD).

Qualifications

- B.S. degree or higher in CS, MIS, Math, or related field is required.
- Experience with Adobe LiveCycle, Cizer and Crystal Report writing.
- Training and experience with Decision Support System.
- Experience with Microsoft Word macros and .Net preferred.
- Experience with Word Perfect forms and macros.
- Experience working with SQL databases writing complex SQL statements.
- Two years of PACTS experience required, including administration and upgrades.
- Data Quality Analyst experience preferred.

- Informix, Oracle or Microsoft SQL administrator training preferred.
- Demonstrated ability to identify, diagnose and resolve complex problems.
- Demonstrated ability to work on a team and communicate effectively.
- Able to work outside of scheduled hours and resolve technical issues quickly.

Employees of the federal judiciary must be U.S. citizens or able to prove that they intend to become a citizen.

Benefits

Benefits include participation in the retirement system, thrift savings plan with matching contributions, health/medical plans, Section 125 Flexible Benefit Plans, life insurance, long term care and long term disability insurance, 10 annual holidays, annual and sick leave accrual plans. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

Application Process

To be considered for this position, please submit a completed employment application, resume and cover letter (in one PDF attachment) noting the position number, explaining why you are interested in the position and detailing your relevant training and experience via email to tnwpjobs@tnwd.uscourts.gov. An employment application may be obtained from our website at www.tnwd.uscourts.gov.

Internal applicants may apply by submitting the same information as requested above to Human Resources with a copy to your immediate supervisor.

The Court reserves the right to withdraw this announcement without prior notice. Applicants may be considered for similar future opportunities. Applicants may be asked to take a proficiency test. The final candidate will be subject to a background check, credit check and/or records check with law enforcement agencies. Positions in the United States Courts are excepted appointments. Employees are not under the Civil Service System and are "at will" employees.

**The United States District Court is an Equal Opportunity Employer.
Electronic Fund Transfer (EFT) for Salary Is Mandatory.**