

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK



DATE: APRIL 5, 2012  
POSITION: ASSISTANT SUPERVISOR  
(CM/ECF DEVELOPMENT & SUPPORT)  
LOCATION: 500 Pearl Street  
New York, New York  
CLASS LEVEL: Up to CL-28  
SALARY: Up to 77,585  
(Depending on Qualifications)  
CLOSING DATE: APRIL 19, 2012  
VACANCY NO.: 12-03

EQUAL OPPORTUNITY EMPLOYER

**DUTIES AND RESPONSIBILITIES:** The Assistant Supervisor will be assigned to the CM/ECF Development and Support Unit. The Assistant Supervisor performs analytical and technical work in order to adapt a nationally supported Case Management/Electronic Case Filing (CM/ECF) system to local operational needs. This is a hands-on position; the incumbent will be expected to perform CM/ECF development work in addition to their supervisory duties.

The Assistant Supervisor, CM/ECF Development and Support:

- assists the Supervisor of the CM/ECF Development and Support Unit in monitoring and reviewing the work of staff. The Assistant Supervisor will provide staff with regular feedback and assist the Supervisor in establishing performance standards, conducting performance appraisals, implementing disciplinary action (when necessary), selecting candidates and identifying staffing and training needs. The incumbent will help develop new procedures, guidelines, methods and other work-related changes. Drafts memos for various purposes. Interacts daily with court personnel, Judges' Chambers staff, the Bar and the general public. In addition to other assigned duties, performs duties of staff when required. In the absence of the Supervisor, the Assistant Supervisor will assume all of the duties of the supervisor.
- assists in monitoring, developing and implementing short and long-range CM/ECF improvement plans for the court unit. Identifies areas in CM/ECF processes that need improvement and or development.
- acts as a staff resource for CM/ECF issues and development. Troubleshoots and corrects CM/ECF issues and responds to requests for changes/corrections to the CM/ECF system. Serves as a liaison between local court automation staff, court operational staff and end-users.
- analyzes CM/ECF procedures and serves as point of contact for operation staff regarding procedural problems, questions and updates. Recommends improvements to CM/ECF operating methods.
- creates, modifies, or deactivates events, relief codes and configuration tables in the CM/ECF dictionary. Performs testing on, and verify, required dictionary changes before they are put into production. Coordinates further database testing with trainers and other staff, as applicable. Analyzes the impact of changes on all stakeholders.
- develops test plans and perform feature and functional testing of new releases of the CM/ECF system and related products. Communicates with the CM/ECF Development and Support team, the Quality Assurance and Statistics team, court automation staff and operations management regarding applicable updates and changes in the use of the system.
- develops and monitors the local knowledge base which assists in standardization of responses to CM/ECF inquiries.
- monitors CM/ECF national web sites for information regarding reported errors, change requests and status of pending releases.
- monitors court web sites regarding CM/ECF to ensure consistency with the most current policies and procedures
- assists with the development of CM/ECF training and reference materials
- develops and maintains procedural manuals for CM/ECF
- The Assistant Supervisor reports to the Supervisor of the CM/ECF Development and Support Unit and performs other duties as assigned.

**REQUIRED QUALIFICATIONS:** To qualify for full range CL-28, more than one year of specialized experience equivalent to work at the CL 27 level. **The successful candidate must have a thorough knowledge of the CM/ECF database and its functionality. Skill in training and developing staff to support the CM/ECF system. Managerial, supervisory or leadership experience is highly desirable.**

**SPECIALIZED EXPERIENCE:** Progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- Skill in developing the interpersonal work relationships needed to lead a team of employees.
- The ability to exercise mature judgment, and
- Knowledge of the basic concepts, principles, and theories of management and ability to understand the managerial policies applicable to the judiciary unit involved.

**APPLICATION PROCEDURE:** To be considered for this position please submit a resume detailing your education and work experience and a cover letter. The cover letter should indicate the position for which you are applying, and identify how your education and/or experience relate to the duties and responsibilities of the position. **Resumes without a cover letter addressing the qualifications will not be considered.**

**PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:  
U.S. DISTRICT COURT  
500 PEARL STREET  
NEW YORK, NEW YORK 10007  
ATTN: HUMAN RESOURCES, SUITE 820**

**THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT  
OF NET PAY**

**THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK**

**APPLICANTS MUST BE UNITED STATES CITIZENS**

**ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED**