

NOTICE OF VACANCY



Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Email: flsd_hrmail@flsd.uscourts.gov



Position: Systems Analyst/Programmer
Announcement No: 2023-CLK-04
Number of Vacancies: One Full-Time Position
Duty Station: Miami, Florida
Salary: \$56,432-\$109,958 (CL 27/CL28)
Commensurate with qualifications and prior federal experience

Important Dates

Opening: 11/07/2022

Closing: Open until filled

Position Overview

The incumbent provides court unit support for various national and local databases. The incumbent performs work related to designing, modifying, and adapting existing and acquired software. The incumbent performs server application troubleshooting and triage during service failure scenarios and participates in intense investigations to determine the root cause and develop corrective actions. The incumbent is primarily responsible for writing code and under the direction of the assistant systems manager may meet with end users to analyze their needs to implement software solutions.

Representative Duties:

- 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.
- Provide troubleshooting support for the court's case management system, locally developed ECF and e-Filing systems, Active Directory, IIS, Informix, Exchange and SQL Servers, and other court-developed software applications and services.
- 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.
- Works with the Court's IT Security Officer to conduct comprehensive data security assessments and provide for network security through hardware and/or software solutions.
- May 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 related duties as required.

Qualification Requirements

To be appointed at the CL27:

- Two years of specialized experience; and
- Completion of the requirements for an associate's degree or a bachelor's degree from an accredited school in a related field.

U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The district spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

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To be appointed at the CL28:

- Two years of specialized experience; and
- Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

Specialized experience is progressively responsible experience in or closely related to the position's work that has provided the knowledge, skills and abilities to perform duties successfully which includes: 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 preparing flow charts; skill in writing computer programs for various purposes, including skill in writing program documentation; skill in advising non-automation personnel in automation techniques and processes; knowledge of court operations; skill in analyzing court information technology needs, including software evaluation; skill in translating and documenting technical terms into non-technical language; strong network troubleshooting skills; skill in writing program documentation; ability to thoroughly analyze operating systems and identify complex issues to troubleshoot a problem or system crash; thorough knowledge of flowcharting, form design, and control procedures.

Preferred Qualifications:

The ability to translate designs from software developers and engineers into workable code. The incumbent should be able to update or expand the code of existing programs or test programs for errors, finding and resolving faulty lines of code. Programming languages vary in use and applicability. The following programming languages are preferred: Informix, HTML/CSS, bash, JavaScript, Java, MySQL/MariaDB, Visual Studio, ASP.NET, PHP, SharePoint, and Power Apps. Experience with Red Hat Enterprise Linux are also desirable.

Desirable Characteristics

The successful candidate should be a self-starter, mature, highly organized, and poised, demonstrate initiative, possess tact and good judgment, and always maintain a professional appearance and demeanor. Candidates must have the ability to meet the public, work harmoniously with others in a team-based organization, and communicate effectively, both orally and in writing. The candidate must also work effectively in a fast-paced atmosphere dealing with numerous and diverse technology issues.

Duty Station/ Organizational Relationship

The duty station for this position is Miami, Florida. This position is assigned to the Clerk's Office and reports to the Manager Software Development.

Background Investigation & Fair Chance to Compete Act

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years. This position is not covered under the FCA. **Only those candidates who receive a conditional job offer** will be asked to provide verbal or written statements about criminal history.



How to Apply

Send **all** attachments in one Adobe Acrobat pdf attachment to:

Email address:
flsd_hrmail@flsd.uscourts.gov

Subject Line: 2023-CLK-04

Attachments: Cover letter, resume, and Federal Employment Application (AO 78). AO78 application can be found on our web site:

www.flsd.uscourts.gov
under the 'How to Apply' section.

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Benefits

Employees of the United States District Court are Excepted Appointments and considered At-Will judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program, and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, long-term care insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered.

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

For more information on working for the federal court, please visit www.uscourts.gov/Careers.aspx

Applicants must be a United States Citizen or eligible to work in the United States.

The Federal Court practices zero tolerance for illegal drug use.

Applicants must be a United States Citizen or eligible to work in the United States.

For more information on working for the federal court, please visit www.uscourts.gov/Careers.aspx

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.