



## NOTICE OF VACANCY

Main: 400 North Miami Avenue, Miami, Florida 33128

Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

Phone: (305) 523-5980 – Human Resources

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**Position: Programmer Analyst**

**Announcement No: 2024-CLK-13**

**Duty Station: Miami, Florida**

**Salary: \$74,076-\$120,435 (CL28) Commensurate with experience and prior federal service**

### Position Overview

The Programmer Analyst is responsible for the design, development, and support of application software, and takes a lead role involving software development with multiple programming languages. The Programmer Analyst manages and deploys databases; develops complex project plans; manages resources to ensure that projects are completed on time, on budget, and to the satisfaction of stakeholders; and is the systems administrator for CM/ECF.

### Representative Duties

- Write code to specifications. Document work. Develop custom reports. Prepare flowcharts. Perform routine testing.
- Analyze user needs and software requirements to determine feasibility of design within time and cost constraints.
- Design, modify, adapt, and enhance existing software to correct errors, allow adaptation to new hardware, or to improve performance of the software. Create and maintain data dictionaries. Develop and perform software system testing and validation procedures and documentation. May review and analyze the work of other technical staff.
- Confer with technical staff and end users to design software applications, including exchanging information on project limitations and capabilities, performance requirements, and interfaces. Consult with end users after software system design, enhancement, and maintenance. Provide user support for applications supported.
- Serve as the system administrator for CM/ECF for the United States District Court Southern District of South Florida.



### Important Dates

Opening: 4/2/2024

First Review Date: 4/16/2024

Closing: Open Until Filled

### 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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- Administer, support, and maintain all Informix database systems in support of the CM/ECF software.
- Test and implement new CM/ECF software releases.
- Utilize shell scripts, Perl, HTML, Java, and other programming languages to develop system features to meet end user needs, and to maintain and enhance the efficiency and effectiveness of locally and nationally developed systems and databases.
- Monitor day-to-day operations of the locally and nationally supported programs, applications, systems, and databases.
- Develop, implement, and manage large-scale and small-scale projects from inception to delivery, including developing complex project plans, thorough design plans, and detailed timelines.
- Perform other duties as assigned

## Qualification Requirements

- Two years of specialized experience; or Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university. Progressively responsible experience in or closely related to the position's work that has provided the knowledge, skills, and abilities to perform the position's duties successfully.
- One to three years of programming and debugging in object-oriented programming languages like Java or C.
- Working knowledge of databases and how to construct SQL queries.

## Preferred Experience:

- A bachelor's degree in CS, MIS, or other relevant field of study.
- Good communication skills, both oral and written.
- Excellent organization skills, the ability to respond to requests on short notice, and the ability to manage multiple tasks and stringent deadlines are essential.
- Must exercise good judgment, flexibility, and initiative.
- Strong customer service skills.
- Ability to function as a team player in a fast-paced, team-oriented office environment with frequent interruptions.
- Self-starter with the ability to work individually and as part of a team.
- Ability to work on multiple projects and deliver work according to priorities assigned by the supervisor.
- Provide solutions to complex problems.



## How to Apply

Submit the completed application package electronically in pdf format. The required items must be consolidated into one document in the order listed below. Do not copy/paste your documents into the email. Please make sure to annotate the announcement number on the subject line:

Email address:

[flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

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Attachments: Cover letter, resume, Federal Employment Application (AO 78)

AO78 can be found on our web site under the employment tab, how to apply:

[www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

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- Provide technical support for software issues that may arise.

### 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. The candidate must also be able to meet our customers professionally and courteously, work harmoniously with others in a team-based organization, and communicate effectively both orally and in writing. The candidate must be able to balance the demands of varying workload responsibilities and deadlines.

### Organizational Relationship

This position is assigned to the Clerk’s Office and reports to the Manager of Software Development.

### 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 the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement.

### 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.

### 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 courts, please visit <http://www.uscourts.gov/Careers.aspx>

United States District Court – Human Resources  
400 North Miami Avenue, Room 08S47, Miami, FL 33128-7717  
General Information: (305) 523-5980  
District Court Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

The Federal Courthouse has been designated a non-smoking area.

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

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**