UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

DATE: May 13, 2014
POSITION TITLE: Programmer/Systems Administrator
LOCATION: San Francisco, California
CLASS LEVEL: CL-29
SALARY: $78,245 - $127,223, Depending on experience and location*
CLOSING DATE: Open Until Filled

THE UNITED STATES COURT IS AN EQUAL OPPORTUNITY EMPLOYER, AND ENCOURAGES QUALIFIED MINORITY APPLICANTS TO APPLY

The Northern District of California covers 15 counties along California's northern coast, from San Benito in the south to Del Norte County in the north, with courthouses in San Francisco, Oakland, San Jose and Eureka. The Clerk's Office serves 23 active and senior district judges and 11 full-time magistrate judges. The Clerk's Office consists of approximately 140 employees.

DUTIES AND RESPONSIBILITIES:

- ✓ Consult with and provide advice and guidance to judges, senior managers, and staff of the courts throughout the district and the circuit on current and future technologies and automation of manual court processes. Provide advice and guidance on technology purchases.
- ✓ Direct and provide systems and software development services using T-SQL, ANSI SQL, C#, VB, Perl, PHP, and .Net languages.
- ✓ Recommend strategies to judges, court management, and the user community to determine requirements for systems which support the mission of the court. Recommend and direct the development of software and hardware solutions to enhance both existing and new systems.
- ✓ Maintain contact with other IT staff at different locations and levels in order to remain knowledgeable of developments, techniques, and user programs.
- ✓ Provide technical expertise for hardware and software for SQL Server, Visual Studio, and other Windows products.
- ✓ Design, modify, and implement short and long-range IT improvement plans for the court, ensuring that changes can be implemented with minimal disruption to the work of the court.
- ✓ Manage execution of IT plans for major automated systems and establish training in system use and capabilities. Perform testing, establish procedures, and devise security system for hardware, software and data.
- ✓ Represent the district in judiciary-wide initiatives, meetings, conferences, etc.
- ✓ Develop long-term plans for the automation of manual processes, implementing state- of-the-art technologies.
- ✓ Research current and future technologies and trends and analyze alternatives, including commercial off-the-shelf software. Develop prototype applications and coordinate with judges, senior managers, and staff to ensure that development efforts meet the needs of the court.

✓ Develop, implement, and manage large and small scale projects from inception to delivery, including developing complex project plans, thorough design plans, and detailed time lines. Ensure adequate resources are available, coordinate and lead project meetings, and ensure projects are delivered on time and within the confines of the project budget.
✓ Perform cost benefit analysis on development projects.
✓ Consult with programmers on day-to-day responsibilities and with non-routine questions.
✓ Monitor, review and analyze internal controls to ensure development projects meet or exceed established controls and separation of duties.

Position location will be in the San Francisco or San Jose court offices, but full-time telework from outside the area is an option.

MINIMUM QUALIFICATIONS:
The successful applicant must have three years specialized experience, including one year equivalent to work at the CL-28. For placement at salary levels above minimum up to and including step 25, (considering court-preferred skills and an evaluation of quality of experience), the successful applicant must have at least have more than one year specialized experience equivalent to work at CL-28. **Specialized Experience** is progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration, and management.

PREFERRED QUALIFICATIONS:
Preference may be given to applicants who have:
- Prior federal court experience.
- MCSE or other IT certifications
- Formal training and degree or certification in programming languages
- College degree.
- Excellent verbal and written communications skills.
- Excellent organization and time management skills.
- Excellent spelling, grammar, and proofreading skills.
- Excellent interpersonal skills.
- Excellent customer service skills.
- Excellent MS SQL maintenance and development skills.
- Excellent Advanced networking/application security skills
- Familiarity with Adobe Acrobat development, Lotus Notes and/or Microsoft AD Networking skills.
- Experience in help desk/support operations.
- Ability to research solutions independently and present results.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER/EMAIL TO:
United States District Court (FY14-12)
Email to: hr@cand.uscourts.gov

INFORMATION FOR APPLICANTS: The successful candidate for this position is subject to a FBI fingerprint check and background investigation-employment will be provisional and contingent upon the satisfactory completion of the required background investigation, will be required to adhere to a code of

conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Interviewing Non Citizens and Making Offers of Future Employment: Non citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Due to the volume of applications anticipated, the court will only communicate with those candidates selected for interview.

*Note: http://www.uscourts.gov/Careers/Compensation/CPSPayRatesNonLawEnforcementOfficer.aspx