



MARK B. BUSBY
Clerk of Court

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Oakland, CA 94612

San Jose Division
280 South 1st Street, Room 2112
San Jose, CA 95113

Eureka-McKinleyville Division
3140 Boeing Avenue
McKinleyville, CA 95519

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Web Administrator (Temporary position with benefits)

Classification Level: CL 28

Salary Range: \$86,573-\$140,753 for San Francisco, Oakland, San Jose. Salary will be based on locality pay rates for full-time telework. See rates here:

<https://www.uscourts.gov/careers/compensation/court-personnel-system-pay-rates-non-law-enforcement-officer>

Location: San Francisco, Oakland, or San Jose; or full-time telework

Opening Date: May 29, 2024

Closing Date: Priority application June 12, 2024

Whether launching or continuing a career in public service, the U.S. District Court for the Northern District of California offers a unique and rewarding opportunity. With competitive salaries and benefits, plus the chance to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner, this is an ideal environment for those passionate about public service. This position, as a Web Administrator, provides an excellent opportunity to advance a career in federal court service.

POSITION OVERVIEW

This position is located in the District Court Clerk's Office in San Francisco, Oakland, or San Jose, California. The Clerk's Office offers a highly flexible telework policy, allowing for a healthy work-life balance. Full-time telework is also available. The incumbent is responsible for overseeing the development and continuing maintenance of the court's external and internal websites in a manner consistent with the court's vision, mission, and end-user needs. The incumbent determines the feasibility of design within time and cost constraints for new or revised web pages or application access. The Court is also looking to leverage SharePoint. This is a shared position with the Probation and Pretrial Offices of the Northern District. The incumbent will report to the Director of Information Technology in the Clerk's Office but will have projects with all three offices.

The duration of the position is one year plus one day with the possibility to extend. Hours are typically 8:30-5:00 M-F, with occasional early and/or late hours and some rare weekend work. Occasional travel for training, conferences, and other duties.

Representative Duties

- Manage all technical support of the court's website, including underlying tree structures to multiple internal websites, webpages, and applications.
- Performing conversion from an existing WordPress Content Management System (CMS) to a Drupal CMS.
- Implement security protections and remediate any security assessment findings.
- Establish Drupal policies, practices, and templates, analyzing existing WordPress CMS plugins, customizations, etc.
- Port all existing content, including text, photos, media, and relational context, into the new system.
- Develop, operate, and maintain all court websites and pages using established we

technologies and programming languages.

- Work closely with court unit and chambers staff to identify and define website contents and perform conversions of existing information into web format.
- Convert end-user processes and procedures into more intuitive forms. Use multimedia, graphic software, and other tools to redesign information into a more understandable form for web dissemination.
- Coordinate all web development efforts, analyzing user needs and software requirements.
- Develop policies and procedures, priorities, goals, and long-range objectives regarding technical support of the Court's web program.
- Analyze and assess the existing web structures, requirements, and technological developments to ensure the full performance of the websites.
- Provide input to budget formulation on the web program's technical components and resource requirements. Work within AO policies and guidelines for internet and Intranet sites, along with other federal guidelines and requirements.
- Confer with internal and external end users to position the court for current and future web technologies.
- Develop web-based applications and databases using Open Database Connectivity and client/server techniques.
- Coordinate with the Information Technology (IT) team and be responsible for the day-to-day Service Desk Support when not working on the website for related projects.
- Leverage SharePoint to improve workflows, build collaborative sites, and help facilitate the operations of the offices.

QUALIFICATIONS

Minimum Qualifications: Two years of specialized experience, including at least one year equivalent to work at the CL27 or equivalent. Progressively responsible IT work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.

Specialized Experience is progressively responsible experience related to the technical aspects of all office IT systems, data communications, and their applications, terminology, and methodology, including the accomplishment of computer project assignments that involved systems troubleshooting, deployment, analysis, design, programming, implementation, integration, and management.

Preferred Qualifications

- Ability to communicate effectively, orally and in writing, with individuals and groups to provide information.
- Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- Skill in translating and documenting technical terms and information into non-technical language.
- Familiar with SharePoint workflows and integration with Microsoft applications.

COMPENSATION AND BENEFITS

Compensation will be based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS). Employees qualify for retirement plans, federal employee group health insurance, life insurance, dental/vision insurance, and flexible benefits. The Court values a healthy work-life balance and offers flexible work schedules and opportunities for telework.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice.

The successful candidate for this position is subject to an 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, and will be 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.

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

Applicants with disabilities: If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit at 415-522-2147. Determinations on such requests will be made on a case-by-case basis.

APPLICATION PROCEDURE

To apply, complete the online application at www.governmentjobs.com/careers/uscourtsand and upload a resume and cover letter in Word or PDF format where requested. Only highly qualified applicants will be invited for an interview.