



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA  
OFFICE OF THE CLERK**  
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WILLIAM W. BLEVINS  
CLERK OF COURT  
  
CAROL L. MICHEL  
CHIEF DEPUTY

**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** WEB ADMINISTRATOR  
**LOCATION:** NEW ORLEANS, LOUISIANA  
**VACANCY ANNOUNCEMENT #:** 17-DSC-18  
**OPENING DATE:** FRIDAY, JUNE 23, 2017  
**CLOSING DATE:** FRIDAY, JULY 14, 2017 (OR UNTIL FILLED)  
**JOB CLASSIFICATION/GRADE:** CL – 27/28  
**SALARY RANGE:** \$48,170 - \$93,831 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

**POSITION OVERVIEW**

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time position of a Web Administrator. The Web Administrator is responsible for overseeing the development and continuing maintenance of the court's internal and external websites in a manner that is consistent with the court's vision, mission, and end-user needs. The incumbent is a project manager and ensures projects are completed on time, on budget, and to the satisfaction of stakeholders. The incumbent also provides technical recommendations to court management. This position reports directly to the IT Systems Manager.

**REPRESENTATIVE DUTIES:**

- Manage all technical support of the court's websites, including multiple internal and external websites, web pages, and/or applications. Oversee and coordinate the work performed by other IT staff or court staff involved in web development.
- Develop, administer, and maintain all court websites and webpage content using established web technologies and programming languages. Coordinate all web development efforts, analyzing user needs and software requirements.
- Develop, implement, and manage large and small scale projects from inception to delivery, including developing project plans, 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 scope, schedule and project budget while ensuring that changes can be implemented with minimal disruption to the work of the court.

- Work closely with court unit and chambers staff to identify and define web site content and perform conversions of existing information into web format. Convert end user processes and procedures into a more intuitive form. Use multi-media, graphic software, and other tools to redesign information into a more understandable form for web dissemination.
- Develop web-based applications, web reports optimizing data layout, and entire websites.
- Analyze and assess the existing web structures, requirements, and technological developments to ensure full performance of the web sites. Optimize performance of Web server and troubleshoot web browser issues.
- Develop policies and procedures, priorities, goals, and long-range objectives regarding technical support of the Court's web program.
- Work within Administrative Office policies and guidelines for Internet and Intranet sites, along with other federal guidelines and requirements. Confer with end users, both internal and external, to position the court for current and future web technologies in a secure manner.
- Manage Internet access restrictions and other IT security procedures as directed by the Court.
- Respond to questions or requests by judges, courts staff, and attorney with systems/applications for which responsible.
- Recommend strategies to judges, court management, and the user community to determine requirements. Provide advice and guidance on current and future technologies and the automation of manual court processes.
- Maintain contact with other automation court personnel at different locations and levels for the purpose of remaining knowledgeable of developments, techniques, and user programs.
- Perform other related duties, as assigned or required.

**QUALIFICATIONS:**

***Education and Experience Qualifications:***

To qualify for the CL-27, applicants must be a high school graduate or equivalent, with a minimum of two years of specialized experience with one year equivalent to work at the CL-25;

or

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in field closely related to the subject matter of the position.

To qualify for the CL-28, applicants must be a high school graduate or equivalent with a minimum of two years of specialized experience with one year equivalent to work at the CL-27;

or

Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in a field closely related to the subject matter of the position.

***Specialized Experience:***

Progressively responsible technical experience which provides knowledge of designing, implementing or maintaining computer systems that include the completion of projects involving computer programming, application development, and web administration.

**Preferred Qualifications:**

- A bachelor's degree in computer science, MIS, or related field;
- Knowledge of Web development and HTML;
- Demonstrated ability to combine the creative use of technology, web design elements, and layout that results in an appealing website that provides quick access to information sought by the user;
- Solid understanding of cross-browser issues and workarounds;
- Knowledge of MS Windows servers, IIS, and Active Directory;
- Knowledge of ColdFusion;
- Knowledge of Drupal and ability to integrate Drupal modules;
- Experience developing custom themes for Drupal and with Drupal multi-site environments;
- Commitment to performing functional and security testing of websites and applications prior to roll out;
- Knowledge of PHP and MySQL and ability to write SQL queries;
- Knowledge of Javascript and CSS;
- Ability to communicate effectively (orally and writing) to individuals and groups to provide accurate and thorough information, translating technical terms into non-technical language;
- Commitment to performing functional and security testing of applications prior to roll out;
- Commitment to providing excellent customer service.

Testing will be conducted to confirm applicant's knowledge and proficiency and the candidate may be asked to provide sample code.

**BENEFITS:**

Employees of the United States District Court are not subject to regulations of the Civil Service Commission. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service is taken into consideration.

\*\*\*\*\*Eligibility for benefits varies with part-time and/or temporary appointments\*\*\*\*\*

**ADDITIONAL INFORMATION:**

The Office of the Clerk provides clerical support and record keeping services to the U. S. District Court for the Eastern District of Louisiana. The Clerk's Office provides both short and long range opportunities for those interested in a service career with the United States Courts.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years. **HOW TO APPLY:** Applicants must be citizens of the United States or be authorized to work in the United States.

Interested candidates should submit a complete applicant's packet which includes:

- A completed AO-078 Federal Judicial Branch Application For Employment
- A letter of interest (cover letter)
- A current/detailed resume

The AO-078 application form can be downloaded from:  
[http://www.laed.uscourts.gov/sites/default/files/forms/AO\\_078.pdf](http://www.laed.uscourts.gov/sites/default/files/forms/AO_078.pdf)

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. All application material must be submitted **ELECTRONICALLY**.

Please email your complete applicant's packet to: [HRAdmin@laed.uscourts.gov](mailto:HRAdmin@laed.uscourts.gov)

**DISCLOSURES:**

The United States District Court reserves the right to modify the conditions of this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The United States District Court requires employees to adhere to a Code of Conduct for Judiciary Employees. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

***The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer***