



**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 PROGRAMMER / SYSTEMS ADMINISTRATOR  
**POSITION LOCATION:** NEW ORLEANS, LOUISIANA  
**VACANCY ANNOUNCEMENT #:** 17-DSC-10  
**OPENING DATE:** WEDNESDAY, MARCH 15, 2017  
**CLOSING DATE:** TUESDAY, MARCH 28, 2017 (OR UNTIL FILLED)  
**JOB CLASSIFICATION/GRADE:** CL – 28  
**SALARY RANGE:** \$57,726 - \$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 Programmer / Systems Administrator. The Web Programmer / Systems Administrator is responsible for overseeing the development and continued maintenance of the court's external and internal web sites and work related to designing, modifying, and adapting new and existing software consistent with the court's vision, mission and end-user information needs. The Incumbent updates content as per court management and judicial officers requests. In addition, the Web Programmer/Systems Administrator will also support multiple Linux and other database servers; support locally developed and national court application; provide support for user needs. The incumbent manages resources to ensure projects are 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 contract personnel, involved with web development or update.
- Manage the development, operation and maintenance of all court websites and pages using established web technologies and programming languages.
- Coordinate all web development efforts, analyzing user information needs and software requirements.
- Direct and provide systems and software development using appropriate programming languages such as Perl, PHP, Javascript, Linux shell script, SQL and HTML and other technologies such as Drupal, ColdFusion and Active Directory.

- Manage application and database servers both Linux and MS Windows based, act as a technical expert in solving routine and complex computer systems problems for hardware and software and performs maintenance activities to ensure daily operations of these systems.
- Work closely with court units and chambers staff to identify and define website content and perform conversions of existing information to web format. Convert end user processes and procedures into a more intuitive form. Use database query and extraction, multimedia, graphic software and other tools to redesign the display of information into a more understandable form for web dissemination.
- Develop policies and procedures, priorities, goals and long-range objectives regarding technical support of the Court's web program. Work within AO policies and guidelines for Internet and Intranet sites, along with other federal security guidelines and requirements.
- Manage work within budget and time parameters.
- Provide support, report development, dictionary modifications, new version upgrades and local modification design and implementation for the case management system.
- Provide support, report development and new version upgrades for the Jury Management System.
- Assist with the day-to-day operations and support of multiple Linux servers including security, system activity, storage space usage, account creation, monitoring processes.
- Assist with the court's implementation plan for Linux related automation systems, local changes in software and documentation; oversee testing; establish operating procedures; provide training in system use.
- Provide input to budget formulation on the technical components and resource 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.
- Act as a consultant to systems staff in the area of programming and database troubleshooting. Work both independently and in cross-team environments, being flexible and adapt to unanticipated needs and problems.
- Respond to questions or requests by judges, courts staff, and attorney users for systems for which responsible.
- Recommend strategies to judges, court management, and the user community to determine requirements for national systems which support the mission of the court. 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.

### **MINIMUM QUALIFICATIONS:**

For consideration, a high school diploma or equivalent is required, plus either two years of specialized experience, including at least one year equivalent to work at the CL-27 level; or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university for a field closely related to the subject matter of the position.

Testing will be conducted to confirm applicant's knowledge and proficiency.

**Specialized experience** is progressively responsible experience that involved complex database and systems analysis, design, programming, integration, implementation, and/or proven web development and web administration. It can include demonstrated familiarity with the preferred qualifications listed below. Skills and ability to break down complex projects into manageable components will also be considered in determining specialized experience.

**Selective Factors:**

Candidates must possess strong analytical, problem-solving, communication, and time management skills as well as interpersonal and project management skills. Candidates must be organized and have the ability to manage multiple priorities to meet time demands. Ability to maintain confidentiality, demonstrate sound judgment and handling of sensitive material is essential. Candidates must be able to demonstrate knowledge of and skill in identifying complex IT problems and reviewing alternative solutions, expert knowledge of relational database theory, or knowledge of installation and configuration of application database servers.

**PREFERRED QUALIFICATIONS:**

- A bachelor's degree in CS, MIS, other relevant field of study;
- Knowledge of Perl, PHP, and SQL or MySQL and ability to write SQL queries;
- Knowledge of Linux shell script and Javascript;
- Knowledge of MS Windows servers, IIS, and Active Directory;
- Knowledge of ColdFusion;
- Knowledge of Web development and HTML;
- Knowledge of Drupal and ability to integrate Drupal modules;
- Experience developing custom themes for Drupal and with Drupal multi-site environments;
- 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;
- Commitment to performing functional and security testing of websites and applications prior to roll out;
- Solid understanding of cross-browser issues and workarounds;
- Commitment to providing excellent customer service.

**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***