



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA  
OFFICE OF THE CLERK**

CAROL L. MICHEL  
CLERK OF COURT

[WWW.LAED.USCOURTS.GOV](http://WWW.LAED.USCOURTS.GOV)

**NOTICE OF POSITION VACANCY**

**POSITION TITLE:** SYSTEM ANALYST/PROGRAMMER

**LOCATION:** NEW ORLEANS, LOUISIANA

**VACANCY ANNOUNCEMENT #:** 22-DSC-12

**OPENING DATE:** TUESDAY, MAY 24, 2022

**CLOSING DATE:** APPLICATIONS RECEIVED BY **FRIDAY, JUNE 10, 2022** AT 5:00 PM  
CENTRAL TIME WILL BE CONSIDERED FOR FIRST REVIEW,  
(OR UNTIL FILLED)

**JOB CLASSIFICATION/GRADE:** CL – 27/28  
(IF HIRED AT A CL-27, PROMOTION TO A CL-28 EXISTS WITHOUT  
FURTHER COMPETITION, BASED ON PERFORMANCE, AND AT THE  
DISCRETION OF THE COURT UNIT EXECUTIVES)

**SALARY RANGE:** \$52,967 - \$103,208 (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 Systems Analyst/Programmer. The Systems Analyst/Programmer performs professional work related to designing, modifying, and adapting existing software for the court's Case Management/Electronic Case Filing System (CM/ECF), as well as other national and locally developed applications. The incumbent also administers multiple Linux and other Windows database servers, provides information, reports, and support for user needs, and serves as a primary backup to the senior Linux Systems Administrator. Specialized training is available in support of federal judiciary systems. 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:**

- Serve as technical administrator for CM/ECF by supporting and maintaining all associated Informix database systems. Provide technical support for this judiciary database application and all locally developed or customized adaptations interfacing with or running in the Linux operating environment. Assist with testing and applying new releases, and operating system or security updates.

- Analyze and develop Linux shell scripts with embedded SQL to extract information from system databases which could be used for special reports.
- Monitor systems and evaluate availabilities of all server resources and respond promptly to resolve any unexpected issues.
- Assist with ensuring storage, archiving, backups, and recovery procedures are functioning correctly. Perform backups, file replication, and script management for servers. Test backup and recovery procedures.
- Administer and support other national and local MS Windows based database systems in a similar fashion and use technologies like Active Directory and ColdFusion.
- Confer with technical staff and end users to provide advice and guidance on current and future technologies, the capabilities and limitations of court systems, enhancements to the systems, and the automation of manual court processes.
- Create and maintain data dictionaries, develop custom reports, perform routine and validation testing, and develop system documentation.
- Implement both short- and long-range improvements to court systems, ensuring that modifications are completed with minimal disruptions, with advanced communications, on-time, and within budget. When needed, provide input to budget formulation on technical components and resource requirements.
- Implement court IT security policies and procedures and assist the IT security officer in reviewing related documentation.
- Provide documented instruction and training on use and support of systems and applications.
- Respond promptly to inquiries or requests by judges, courts staff, attorneys, and outside constituents.
- Maintain contact with other information technology court personnel at different locations and levels for the purpose of remaining knowledgeable of developments, techniques, and user programs. Represent the court for judiciary-wide initiatives, meetings, and conferences.
- Perform other related duties, as assigned, or required.

**MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS (CL-27):**

To qualify, applicants must be a high school graduate or equivalent with a minimum of two years of specialized experience;

*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;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

**MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS (CL-28):**

To qualify, applicants must be a high school graduate or equivalent with a minimum of 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 in business or public administration, political science, criminal justice, law, or other fields 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 database administration.

**PREFERRED QUALIFICATIONS:**

- A bachelor's degree in computer science, MIS, or related field
- 2+ years of full stack programmer experience
- Ability to communicate effectively (orally and writing) to individuals and groups to provide accurate and thorough information, translating technical terms into non-technical language
- A solid working knowledge of Red Hat Linux operating systems
- Proficiency in writing and analyzing Linux shell script and SQL queries
- Knowledge of the following programming languages: JAVA, Perl, PHP, Javascript
- General aptitude for learning new operating system and applications
- Strong critical thinking and analytical skills
- Commitment to performing functional and security testing of applications prior to roll out
- Commitment to providing excellent customer service
- Ability to maintain confidentiality, handle sensitive information, and to exercise discretion at all times.
- Ability to consistently demonstrate sound ethics and judgment and to work well with others.
- Ability to coordinate and manage diverse technical support tasks and multiple competing projects while adhering to stringent deadlines.
- Knowledge of IT security principles, practices, and policies.

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 eleven (11) 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:**

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

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 materials 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***