



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

BRANDON C. BRISCOE
CHIEF DEPUTY

LILIAN V. PASCONE
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: PROGRAMMER/SYSTEMS ADMINISTRATOR

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 26-DSC-15

OPENING DATE: MONDAY, OCTOBER 19, 2026

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS **FRIDAY, NOVEMBER 13, 2026**, WILL BE CONSIDERED FOR FIRST REVIEW (OR UNTIL FILLED). **MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT.**

JOB CLASSIFICATION/GRADE: CL-27/28/29
IF HIRED AT CL-27 OR CL-28, PROMOTION TO THE NEXT GRADE EXISTS WITHOUT FURTHER COMPETITION, BASED ON PERFORMANCE, AND AT THE DISCRETION OF THE COURT UNIT EXECUTIVE.

SALARY RANGE: \$59,732 - \$138,380 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the position of **Programmer/Systems Administrator**. The Programmer/Systems Administrator serves as a primary administrator for the court's Case Management/Electronic Case Filing (CM/ECF) systems and any future case management systems, performing professional work related to designing, modifying, and adapting software. The incumbent supports multiple Linux and other database servers, supporting other judiciary-wide and locally developed applications. In addition, the Programmer/Systems Administrator analyzes court needs and requirements for systems including AI initiatives and proposed automated workflows to support the Court's operations ensuring these systems are following security best practices. The incumbent leads technology projects, develops project plans and communications, and ensures projects are completed on time, on budget, and to the satisfaction of stakeholders. The Programmer/Systems Administrator reports to the IT/Systems Manager and provides direct technical recommendations and guidance to court management.

REPRESENTATIVE DUTIES AT CL-27:

- Serve as technical administrator for CM/ECF and other national and locally developed systems. Assist with ensuring data storage, backups, and recovery procedures are functioning correctly. Verify backups, file replication, and review other server logs. Assist with creating/terminating user accounts. Monitor systems and evaluate availabilities of all server resources and respond promptly to resolve any unexpected issues.
- Respond professionally to questions or requests by judges, court staff, and attorney users for systems supported, resolving complex and routine problems involving web access or data entry issues.
- Help with the development, testing, documentation, and support of custom reports and data queries in both Linux and/or Windows environment, using multiple programming languages like Python.
- Assist with the court's implementation plan for judiciary systems, local changes in software and documentation; oversee testing; establish operating procedures.
- Support other technologies such as Drupal, ColdFusion, SharePoint and Active Directory to customize, integrate, and automate Court systems.

- Provide information and assist users with applications such as web browsers, MS Office 365, and Adobe Acrobat.
- Assist with the day-to-day support for the court's websites content updates.
- Provide end-user training.
- Perform other related duties as assigned or required.

REPRESENTATIVE DUTIES AT CL-28 (ABOVE THOSE LISTED FOR CL-27):

- Serve as technical administrator for CM/ECF and other national and locally developed systems. Provide technical systems support and administration and backup services and locally customized systems interfaces. Conduct backup and recovery of the CM/ECF databases stored on Linux systems. Implement disaster recovery plans ensuring data security and integrity.
- Provide support including security, system activity, storage space usage, account creation, monitoring processes, report development, dictionary modifications, new version upgrades for the case management system.
- Provide systems software services, including developing, modifying, testing, and maintaining applications, scripts, and APIs using Python, Perl, SQL, Java, Bash and/or Powershell.
- Manage Linux and MS Windows based applications and database servers acting 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 including the Jury Management System.
- 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.
- Provide advice on current and emerging technologies and the automation of court processes. Develop policies and procedures, priorities, goals and long-range objectives regarding technical support of the Court's programs. Work within AO policies and security guidelines.
- Consult with judges, court managers, and staff to assess technology needs, define requirements, and provide guidance for projects like chatbots, predictive data analytics, process automation.
- Provide input to technology purchases and resource requirements. Implement, and manage projects from inception to delivery, including developing project plans, design plans, and detailed timelines.
- 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 adaptive to unanticipated needs and problems.
- Maintain contact with other automation court personnel at different locations and levels for the purpose of remaining knowledgeable of developments, techniques, and user programs.

REPRESENTATIVE DUTIES AT CL-29 (ABOVE THOSE LISTED FOR CL-27 AND CL-28):

- Serve as a primary administrator for the Court's CM/ECF systems and any future case management systems and supports related installations, upgrades, configuration, data migration, and security enhancements ensuring that changes can be implemented with minimal disruption to the work of the court. Conduct backup and recovery of the CM/ECF databases stored on Linux systems. Implement disaster recovery plans ensuring data security and integrity.
- Analyze Court applications to identify problems, correct errors, and recommend improvements to manual and automated processes. Provide statistical and case information to court management and judges.
- Direct and provide systems software services, including developing, modifying, testing, and maintaining applications, scripts, and APIs using Python, Perl, SQL, Java, Bash and/or Powershell.
- Research technologies and trends and analyze alternatives, including commercial off-the-shelf software. Develop prototype applications using AI/machine learning models. Assist in gathering, cleaning, and structuring datasets required for training AI models.
- Provide input to technology purchases and resource requirements. Implement and manage projects from inception to delivery, including developing complex project plans, thorough design plans, and detailed timelines, perform testing, establish procedures, and implement or devise security systems for hardware, software, and data. Coordinate and lead project meetings, establish training in system use and capabilities, and ensure projects are delivered on time and within the confines of the project budget.

MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS (CL-27):

Applicants must be a high school graduate or equivalent with a minimum of three years of general experience and 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):

All minimum requirements for the CL-27 **plus** 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.

MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS (CL-29):

All minimum requirements for the CL-28 **plus** two years of specialized experience. Education may not be substituted for specialized experience at this classification level.

General Experience is progressively responsible experience that provides evidence that the applicant has:

- a. a good understanding of the methods for accomplishing the work of an organization;
- b. the ability to analyze problems and assess the practical implications of alternate solutions;
- c. the ability to effectively communicate with others, orally and in writing; and
- d. the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized Experience is progressively responsible experience implementing or maintaining computer systems that included completing computer project assignments involving systems analysis, systems integration, and information technology project management.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Computer Science, Management Information Systems, or a related field.
- Three or more years of practical programming experience.
- Direct experience with supporting CM/ECF or similar case management systems.
- Deep expertise in Linux (Ubuntu, RedHat) and Windows Server environments.
- Knowledge of relational databases (Informix preferred) and databases used to store AI training data.
- Experience with API integration.
- Proficiency in Python and scripting languages like Bash, PowerShell, Perl, SQL, JavaScript, with the proven ability to read, modify, and maintain an existing code.
- Knowledge of AI hardware and familiarity with AI/ML libraries
- Familiarity with cloud-based architecture and cloud-native AI tools, i.e. AWS (SageMaker), Azure (Machine Learning), or Google Cloud Platform (GCP).
- Hands-on experience with Docker, Kubernetes, or GIT.

- Knowledge of data privacy laws and ethical AI practices.
- Familiarity with Windows IIS, Drupal, SharePoint, or other Content Management Systems.
- Experience working with technical team members, collaboratively, supporting professional staff in a fast-paced team-oriented environment.

BENEFITS:

Employees of the United States District Court are “at-will” employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same [benefits](#) as other federal government employees. Some of the benefits are:

- Eleven (11) paid federal holidays
- Paid annual leave (part-time pro-rated based on hours worked)
- Paid sick leave (part-time pro-rated based on hours worked)
- Medical coverage with pre-tax employee premiums (part-time pro-rated based on hours worked)
- Flexible benefits program for health care, dependent care and commuter/parking expenses
- Eligibility for Group Life Insurance and Long-Term Disability coverage
- Mandatory participation in the Federal Employees Retirement System (FERS)
- Time in service with other federal agencies, as well as time for prior military service, is taken into consideration when computing leave accrual and retirement benefits.

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

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States (see [Citizenship Requirements](#)).

Interested candidates should submit **one PDF document** that contains:

- A completed [AO-078 Federal Judicial Branch Application for Employment](#)
- A letter of interest (cover letter)
- A current/detailed resume
- A list of two (2) professional references

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

DISCLOSURES:

The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a [Code of Conduct for Judiciary Employees](#). Applicants who are interviewed and employees are subject to the court’s [Employment Dispute Resolution \(EDR\) Plan](#). 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. 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