

# Career Opportunity Programmer/Analyst

Classification Level: 28

Starting Salary Range: Commensurate with Experience

Classification Level Salary Range: \$61,020-\$99,215

*Announcement  
Number: 15-11*

*Posted: June 8, 2015*

*Closes: June 23, 2015*

*Location: Detroit,  
Michigan*



U.S. District Court  
Eastern District of Michigan  
[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

The Theodore Levin  
United States Courthouse  
231 West Lafayette Blvd.  
Detroit, MI 48226  
Attention: Human Resources  
Room 848

E-mail application materials to  
"apply@mied.uscourts.gov"  
Subject: 15-11 Programmer  
Analyst

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES. UP TO TWO POSITIONS AVAILABLE.**

## **POSITION SUMMARY**

This position is located in the Information Technology (IT) Department in Detroit, Michigan and serves each unit of the Court. The employee develops applications for managing local data systems, web sites, custom interfaces for national systems, analyze manual processes in the Court family and propose IT solutions. The employee is a member of a group of IT support personnel and reports directly to the IT Manager. Duties will require working during non-business hours. Physical effort may be involved in moving, connecting or troubleshooting equipment. Travel is required within the district and, for specific occasions, outside the district.

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:**

- Utilizes current technology in JavaScript, VBScript, Cold Fusion, .NET, SharePoint, IIS, SQL Server, MYSQL and Java programming to enhance the efficiency and effectiveness of local and nationally developed systems and the Court's internet and intranet sites.
- Develops SQL scripts and shells to make effective use of information in existing systems databases.
- Assists in the installation of new or revised releases of national software.
- Monitors day-to-day operations of the locally and nationally supported programs and applications. Acts as the technical expert in solving computer application problems and assists the group with backup and recovery of applications as necessary.
- Prepares and maintains user manuals, user and technical documentation for locally-developed software used at the Court.
- Maintains a continuous improvement dialogue with IT personnel from other locations for the purpose of staying informed about new developments, techniques, and programs that might enhance the IT of the Eastern District of Michigan.
- Provides follow-up maintenance and support for existing applications in use within the Court system.
- Supports the conversion of existing local applications from older technologies and non-supported technologies using a defined project plan.
- Evaluates established Court processes and makes recommendations for automating processes.
- Develops interfaces to existing databases and proposes new database designs including the design of the tree structure to multiple web sites and/or pages.
- Utilizes graphic software, multimedia techniques and other tools to redesign information into a more cognitive form for web presentation.
- Assists IT staff and unit managers with the creation of one-time and recurring reports.
- Performs other duties as assigned.

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## **QUALIFICATIONS**

Qualifications must be met at the time of application.

**Required:** A high school diploma or equivalent with a minimum of three years of progressively responsible specialized experience related to the technical aspects of application development, web development and System Life Cycle development methodologies within the last seven years of employment, with at least two years of experience equivalent to work at the CL 27 level. Accomplishment of computer project assignments that involved system analysis, design, programming, implementation and integration. Examples of web development will be required.

**Preferred:** Expertise in .Net and experience with web services, SQLserver administration, SharePoint, and a degree in Computer Information Science. Specialized experience in a court or legal environment. Knowledge of Microsoft Office Suite, WordPerfect, and E-Mail applications. A college (or advanced) degree in a related field is desirable.

## **PROCEDURES FOR APPLYING**

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left on page one by the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

A general skills assessment will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

### **An Equal Opportunity Employer**

*All applicants must be a U.S. citizen or be eligible to work in the United States.*

*All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.*

*Retention depends upon a favorable suitability determination.*

*All appointments also subject to mandatory electronic funds transfer.*

*More than the advertised number of positions may be filled with this announcement.*