



United States Court of Appeals for the Third Circuit

Date: **April 3, 2018**
Position Title: **Programmer/Analyst**
Vacancy Number: **CE-04/18-01**
Location: **Philadelphia, Pennsylvania**
Classification Level: **CL-28 or CL-29**
Salary: **\$63,391-\$122,527 based upon qualifications and experience**
Closing Date: **Open until filled. *Preference given to applications received by April 27, 2018***

Position Overview

This position is located in the Circuit Executive's Office of the Third Circuit Court of Appeals. The incumbent is responsible for the design, development, and support of application software, and takes a lead role in software development with multiple programming languages, such as VB.NET, SQL, C#, and ASP.NET. The position also manages and deploys databases using SQL Server, develops complex project plans, and manages resources to ensure that projects are completed on time, on budget, and to the satisfaction of stakeholders. The Circuit Executive's Office supports the U.S. Third Circuit Court of Appeals, district and bankruptcy courts within the Third Circuit, which includes Delaware, New Jersey, Pennsylvania, and the U.S. Virgin Islands.

Representative Duties and Responsibilities

- Consult with and provide advice and guidance to judges, senior managers, and staff of the courts throughout the district and the circuit on current and future technologies and the automation of manual court processes. Provide advice and guidance on technology purchases.
- Direct and provide systems and software development services using C#, VB, Javascript, VBScript, NET, and modern UI frameworks such as Bootstrap.
- Recommend strategies to judges, court management, and the user community to determine requirements for systems that support the mission of the court. Recommend and direct the development of software and hardware solutions to enhance both existing and new systems.
- Maintain contact with other automation court personnel at different locations and levels for the purpose of remaining knowledgeable of developments, techniques, and user programs.
- Provide technical expertise for hardware and software for SQL Server, Visual Studio, Windows Server, IIS, and mobile-responsive development.
- Design, modify, and implement short and long-range automation improvement plans for the court, ensuring that changes can be implemented with minimal disruption to the work of the court.
- Manage execution of automation plans for major automated systems and establish training in system use and capabilities. Perform testing, establish procedures, and devise security systems for hardware, software, and data.
- Represent the Court of Appeals and Circuit in judiciary-wide initiatives, meetings, conferences, etc.
- Develop long term plans for the automation of manual processes, implementing state of the art technologies.
- Research current and future technologies and trends and analyze alternatives, including commercial off-the-shelf software. Develop prototype applications and coordinate with

- judges, senior managers, and staff to ensure that development efforts are meeting the needs of the court.
- Develop, implement, and manage large and small scale projects from inception to delivery, including developing complex project plans, thorough 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 confines of the project budget.
- Perform cost benefit analysis on all development projects.
- Provide guidance to programmers and web master in day-to-day responsibilities and with non-routine questions.
- Monitor, review, and analyze internal controls to ensure development projects meet or exceed established controls and separation of duties.

Qualification Requirements

A high school diploma, or equivalent, is required. A Bachelor's degree in computer science or related field from an accredited four-year college or university (or equivalent experience) is preferred. A successful candidate must demonstrate at least three years of general experience. At least two years of progressively responsible specialized experience in, or closely related to, the work of the position at or equivalent to the next lower grade in federal service is required. An applicant must demonstrate excellent interpersonal and communication skills (oral and written), with the ability to listen and quickly discern customer needs and priorities as well as the ability to analyze problems and assess the practical implications of alternate solutions. Desired skills include knowledge and expertise in programming languages and application design, knowledge of relational database theory, familiarity with SharePoint farm and site administration, and SharePoint development. Knowledge of installation and configuration of application database servers, ability to utilize an IDE for development, testing, and debugging of software; ability to install, configure, and utilize multiple operating systems. Time management skills, ability to handle multiple tasks simultaneously while also meeting deadlines are required. Accuracy and attention to detail are exceptionally important. Excellent collaboration skills with IT and other court staff is a must. Educational substitutions may apply.

Benefits

Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System, long-term care insurance, and the Thrift Savings Plan (similar to 401K plan).

Conditions of Employment

Must be a United States citizen, or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause. Employees will be hired provisionally pending the results of a background check. Direct deposit of pay is required.

Application Instructions

Submit résumé, cover letter, and references in a single PDF file at: http://www2.ca3.uscourts.gov/vacancyupload/CE_041801.aspx. Only candidates selected for an interview will be notified. The U.S. Court of Appeals reserves the right to modify or withdraw this vacancy announcement, or to fill the position without prior written or other notice.

The U.S. Court of Appeals is an Equal Opportunity Employer