**United States District Court**

**District of Delaware**

**Vacancy Announcement 22-13**

Position Title: Programmer/Systems Administrator

Duty Station: Wilmington, Delaware

Salary: CL 28 $69,339- $112,756

CL 29 $82,477- $134,044

**\*Starting salary for this position will be based upon experience and education in accordance with the Court Personnel System for the U.S. Courts. Advancement on the pay scale is contingent upon satisfactory performance**.

Opening Date: May 24, 2022

Closing Date: Open until filled

**Position Overview**

The Programmer/Systems Administrator provides analysis of user needs and the current/future equipment and resource needs of the court. The incumbent is responsible for the design, development, and support of application software, and takes a lead role involving managing domains, auditing user permissions across platforms, developing strategies for disaster recovery, offering technical support to users, and ensuring compliance with regulations and policies. The Programmer/Systems Administrator 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.

**Representative Duties**

* 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, manage active directory domains, audit user permissions across platforms, develop strategies for disaster recovery, offer technical support to users, and ensure compliance with regulations and policies.
* Recommend strategies to judges, court management, and the user community to determine requirements for systems which 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, Active Directory, Group Policies, KACE, ApexOne. VMWare, VSphere, Veeam, backups and policy and procedures.
* 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 district 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 timelines. 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

**Qualifications**

Applicants for this position should possess two years of specialized experience. Specialized experience shall include progressively responsible experience designing, implementing or maintaining computer systems that include the completion of computer assignments involving systems analysis, computer programming, systems integration, and information technology project management. Candidate must possess exceptional analytical and communication skills, both orally and in writing; ability to exercise mature judgment and to manage multiple projects simultaneously; ability to deal effectively with the District and Magistrate Judges; and other members of the Court; be a team player who is highly motivated and flexible in a changing environment. Attention to detail is critical. Must be able to provide exceptional customer service. Position necessitates some lifting and may require some travel. Professional or businesslike approach and attire are required.

**Preferred Qualifications**

* Experience with MS Server 2016/2019 administration, Group Policy Management, workstation and application deployment
* Experience with data backup and recovery design, implementation and administration in windows environment
* Experience using HTML to interact with SQL Server, Microsoft Access, Oracle and/or Informix databases
* Good working knowledge of programming languages such as JAVA, ASP, .NET, XML, SQL, PHP, HTML, PowerShell and content management systems such as Drupal
* Experience in Microsoft System Center suite, Windows Deployment Services, WSUS, and Solarwinds
* Experience with Enterprise monitoring, event log monitoring, performance monitoring/tuning and trend reporting
* MCSA Server/MCSE preferred
* KACE, PDQ Deploy, Splunk, Nessus experience a plus
* 2 years of network administration and programming or applicable work experience is desired

**Education and Experience**

CL 28 Two years of specialized experience **OR** completion of a master’s degree from an accredited university in a field closely related to the subject matter of the position.

CL 29 Two years of specialized experience

**Benefits**

The United States District Court for the District of Delaware offers a generous benefits package which includes the following:

* Paid annual and sick leave
* Eleven paid federal holidays
* Participation in the Federal Employees Health Benefits Program (FEHB)
* Federal Employees Dental and Vision Insurance Program (FEDVIP)
* Federal Employees Group Life Insurance (FEGLI)
* Flexible Benefits Program
* Employee Assistance Programs
* Long Term Care Insurance through the Federal Judiciary or OPM
* Federal Employees Retirement System (FERS)
* Thrift Savings Plan (TSP) - up to 5% match
* Student Loan Forgiveness Program for Public Service Employees
* On-site fitness facility
* Transit Subsidy Program (contingent upon availability of funds)

NOTE: Some benefits require a waiting period.

**Information for Applicants**

The required application documents include the following: resume, cover letter, references and an AO-78 Federal Judicial Branch Application for Employment. To apply for the position, please visit the Court’s website at: <https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=daye8adr&pos=22-13> Applicants will receive an email confirmation upon receipt. Incomplete applications, paper applications or faxed applications will not be considered.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice. This job announcement may involve filing more than one position described therein.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

The U.S. District Court requires employees to adhere to the Judicial Code of Conduct for Judicial Employees which is available on [www.uscourts.gov](http://www.uscourts.gov).

The U.S. District Court for the District of Delaware is an Equal Opportunity Employer.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The Programmer/Systems Administrator is a high sensitive position. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter.

**If you have questions regarding this announcement,**

**please contact Beth Mason at (302)573-6170**