United States District Court
Northern District of Mississippi
U.S. Probation & Pretrial Services

W. Michael East
Chief U.S. Probation Officer

U.S. Probation Service
911 Jackson Avenue
Suite 273
Oxford, MS 38655
(662) 234-2761
(662) 236-1458 Fax

Vacancy Announcement 17-09

POSITION TITLE: Systems Analyst/Programmer
POSITION TYPE: Permanent, Full-time
AREA OF CONSIDERATION: Nationwide
SALARY RANGE: $48,170 - $78,270 (CL27 Step 1-61)
                         (Depending on qualifications and experience)
OPENING DATE: August 8, 2017
CLOSING DATE: Open until filled
                         (Preference given to applications received by September 1, 2017)
LOCATION: Oxford, Mississippi

JOB SUMMARY:

This position is part of a collaborative information technology team within the U.S. District Court for the Northern District of Mississippi. The Northern District of Mississippi encompasses four locations and approximately 100 users. Applications are housed on Microsoft Windows and Linux servers, and Windows 7 and 10 are utilized as the primary desktop operating systems. MySQL, Microsoft SQL Server, Lotus Domino, and Informix Dynamic Server are utilized as supporting database products. VMWare is utilized for virtualization of some internal Windows and Linux server instances. The Systems Analyst/Programmer will provide court unit support for various national and local databases and specialized technical support for the U.S. Probation Service staff located throughout the Northern District of Mississippi and will also perform work related to designing, modifying, and adapting existing and acquired software. They may also be called upon to assist in the installation, maintenance, and/or troubleshooting of hardware and software in other court units (*e.g.*, Clerk's Office and Chambers).

REPRESENTATIVE DUTIES:

• Write code to specifications, document work, develop custom reports, prepare flow charts, and perform routine testing.
• Provide analysis and recommendations to the systems manager with regards to user needs and software requirements to determine feasibility of design within time and cost constraints.
• Install or assist in the installation of new or revised releases of national systems.
• Prepare and maintain the documentation of all locally-developed software used at the site.
• Use off-the-shelf applications like Microsoft Office, Lotus Notes (with migration soon to Microsoft Exchange/Outlook), Internet Explorer, Adobe Acrobat Professional, and other miscellaneous products.
• Support a large quantity of mobile computing devices including iPads, iPhones, Surface Pros, and laptop computers.

• May confer with technical staff and end users to design software applications, including exchanging information on project limitation and capabilities, performance requirements, and interfaces.

REQUIRED COMPETENCIES (Knowledge, Skills, and Abilities):
• Knowledge of applicable programming languages, databases, and application design.
• Knowledge of computer systems and networks, including skill in determining causes of operating errors.
• Skill in generating or adapting programs, equipment and technology to serve user needs.
• Skill in preparing flow charts.
• Skill in writing computer programs for various purposes, including skill in writing program documentation.
• Skill in advising non-automation personnel in automation techniques and processes.
• Knowledge of court operations.
• Skill in analyzing court information technology needs, including software evaluation.

JUDGMENT AND ETHICS:
• Familiarity, knowledge and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements.
• Ability to consistently demonstrate sound ethics and judgment.

WRITTEN AND ORAL COMMUNICATION/INTERACTION:
• Ability to communicate effectively (orally and in writing) to individuals and groups to provide information.
• Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules and procedures.
• Skill in translating and documenting technical terms into non-technical language.

PRIMARY JOB FOCUS AND SCOPE:
The primary focus of the job is to develop and document programs, from initiation to completion, while preventing legal or personal liability against the court unit executive and the employees. Systems Analyst/Programmers implement and perfect programs according to user needs. They advise and make recommendations to senior systems management and end users on complex matters or issues affecting multiple functional areas within the court unit. Under the direction of the assistant systems manager, the Systems Analyst/Programmer is responsible for modifying existing systems and/or designing and building new systems to meet the needs of the court unit. The work impacts the level of production and efficiency of how the work of the court unit is performed. The potential consequences in judgment include poorly designed systems that do not meet end users' needs, create potential security breaches and/or perform poorly. This can result in decreased productivity and increased costs.

QUALIFICATIONS:
To qualify for this position at the CL 27 level, the applicant must be a high school graduate and have two years of specialized experience, including at least one year equivalent to work at the CL25 or completion of the requirements for a bachelor's degree from an accredited college or university.

Specialized experience is progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.

PREFERRED QUALIFICATIONS:
Preference will be given to those candidates who possess progressively responsible technical experience related to web-based applications development and the administration of supporting database software, operating systems, and server platforms. Knowledge and experience in web development environments/languages including Microsoft Visual Studio/ASP.Net, C#, Visual Basic, MS SharePoint, SQL, Adobe ColdFusion, JavaScript, Perl, HTML, PHP, CSS, and Drupal is highly preferred. Development experience in Lotus Domino/Notes and LotusScript is also desirable. Experience with database products including Microsoft SQL Server, MySQL, and Informix Dynamic Server is also preferred. A good working knowledge of Microsoft Office software products and Adobe Acrobat is also preferred.

Preference will also be given to candidates whose work experience provides evidence of strong customer service skills; the ability to work cooperatively with clients, team members, and managers; the ability to handle multiple priorities in a fast-paced environment; and the ability to follow an assigned project through to completion.

BENEFITS:
The selectee will be eligible to receive benefits which include participation in the Federal Employees' Retirement System (FERS) which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401K Plan with employer matching contributions), optional long term care insurance, flexible spending program, paid holidays, and annual and sick leave accrual.

CONDITIONS OF EMPLOYMENT:
Applicants must be a U.S. citizens or eligible to work in the United States. The U.S. Probation Service is a drug-free work place, and the applicant selected will also be required to participate in a drug screening and background check prior to employment. Applicants selected for an interview may be tested for automation skills, and only those interviewed will be notified of the selection outcome. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., Direct Deposit). Employees are required to adhere to a Code of Conduct for Judiciary Employees. Employees serve under "Excepted Appointments" and are considered "at will" employees. The court

reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

HOW TO APPLY:
Qualified individuals must a complete applicant's packet which includes:
• A letter of interest addressed to Michael East, Chief Probation Officer;
• A current detailed resume
• Application for Judicial Branch Federal Employment (Form AO-78) which may be downloaded from our website www.msnd.uscourts.gov.

Mail the original and three copies of the complete application packet to:
        Personnel Specialist
        Attn: Position 17-09
        911 Jackson Avenue East, Suite 273
        Oxford, MS 38655

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