

# UNITED STATES DISTRICT COURT

**Western District of Kentucky  
Announcement Number 24-02**



**POSITION:** Programmer Analyst  
**DUTY STATION:** Louisville, Kentucky  
**STARTING SALARY:** CL 28 (\$69,551 - \$113,078)  
**CLOSING DATE:** February 9, 2024 or Until Filled

## **HYBRID ONSITE AND TELEWORK POSITION**

### **POSITION OVERVIEW:**

The Programmer Analyst is responsible for the design, development, and support of application software involving software development with multiple programming languages. The Programmer Analyst manages and deploys databases, develops complex project plans, and manages resources to ensure that projects are completed on time and to the satisfaction of stakeholders. The incumbent performs professional work related to designing, modifying, and adapting existing software for the court's Case Management/Electronic Case Files System (CM/ECF), as well as other national and locally developed applications. The Programmer Analyst also administers the court's Informix Dynamic Server and MS SQL Enterprise Server databases, and serves as a primary backup to the Red Hat and SUSE Linux Systems Administrator.

### **REPRESENTATIVE DUTIES:**

- Analyze user needs and software requirements to determine feasibility of design within time and cost constraints. Coordinate software system installation, make programming changes, and monitor equipment functioning to ensure specifications are met. Analyze information to determine, recommend, and plan computer specifications and layouts, and peripheral equipment modifications. Use technical expertise to resolve systems related problems.
- Design, modify, adapt, and enhance existing software via programming to correct errors, allow adaptation to new hardware, or to improve performance of the software. Create and maintain data dictionaries. Develop and perform software system testing and validation procedures and documentation.
- Confer with technical staff and end users to design and program software applications, including exchanging information on project limitation and capabilities, performance requirements, and interfaces. Consult with customers about software system design, enhancement, and maintenance. Write code to specifications, document work, develop custom reports, and perform routine testing.
- Install and test new versions of the database management system (DBMS). Write database documentation, including data standards, procedures and definitions for the data, and control access permissions and privileges. Ensure storage, archiving, backup, and recovery procedures are functioning correctly. Develop, manage, and test backup and recovery plans.
- Serve as primary technical administrator for CM/ECF and other national and locally developed applications. Provide technical CM/ECF systems support and administration including installing new version releases and backup services. Conduct backup and recovery of the CM/ECF databases stored on Linux systems. Implement disaster recovery plans ensuring data security and integrity.
- Install, configure, test, manage, and support new or revised releases of national and locally developed or customized systems interfacing with or running in the Linux operating environment. Manage library of national and locally developed software and documentation affiliated with the Linux systems and relational databases.

- Maintain and develop Perl and shell scripts with embedded SQL to extract information from existing system databases, or add information to the databases. Utilize shell scripts, Perl, HTML, Java, and other programming languages to develop system features to meet end user needs, and to maintain and enhance the efficiency and effectiveness of locally and nationally developed systems and databases.
- Perform ongoing analysis of court applications to identify and correct problems and make recommendations for improvement to both manual and automated processes. Evaluate proposed equipment and configurations in accordance with the Linux systems and recommend equipment replacement and configurations. Perform project management and advise court managers on court automation needs, including time and cost requirements in terms of both personnel and funding. Prepare requests for hardware and software purchases in accordance with judiciary policies and procedures.
- Serve as primary backup to the Linux Systems Administrator. Monitor and maintain approximately twenty Linux servers. Perform backup, file replication, and script management for servers. Test and apply new operating system software and maintenance patches, and patch management services. Complete routine security audits. Perform administrative scripting with Perl and Shell.
- Provide customer support via telephone, e-mail, and in-house help desk system. Manage the operating environments of hardware and software associated with the Linux systems and application databases. Manage and maintain external data storage devices and perform other related tasks, as required.
- Maintain contact with other information technology court personnel for the purpose of remaining knowledgeable of developments, techniques, and user programs. Assist local court units and other courts in diagnosing and resolving problems with databases supporting the case management system. Represent the Court in judiciary-wide initiatives, meetings, conferences, etc.
- Travel to divisional offices may be required. Extended or flexible work hours will be required occasionally.

## **QUALIFICATIONS:**

A bachelor's degree from an accredited college or university is preferred, as is experience in a court or related legal field. Familiarity with CM/ECF is preferred.

Applicant must have at least 3 years of work experience, with at least 2 years of specialized experience as outlined below; *or*

Completion of a master's degree; *or*

two years of graduate study (27 semester or 54 quarter hours) in an accredited university in computer science, software engineering, computer engineering, or other fields closely related to the subject matter of the position.

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

## **Candidates must also demonstrate:**

- Excellent organizational skills and experience handling multiple tasks at once
- Superior customer service skills and excellent oral and written communications skills
- Knowledge of legal terminology and processes
- Demonstrated ability to work with a variety of automated systems
- Ability to communicate effectively and respectfully with customers at all levels

**BENEFITS:**

For more information the benefits available to you as an employee of the federal judiciary, please review the extensive benefits section of the United States Courts website at <https://www.uscourts.gov/careers/benefits>.

**Benefits Available Include:**

- 13 days paid vacation per year for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- A minimum of 11 paid holidays per year
- Federal Employees Retirement System and Thrift Savings Plan
- Credit for prior federal government service
- Employee Assistance Program
- On-site Gym and Federal Health Unit
- Optional Health, Dental, Vision, and Life Insurance Programs
- Optional Flexible Spending, Health Savings, and other Pre-tax Accounts for Health Care, Child Care, Vision and Dental, and Commuter and Parking expenses

**INFORMATION FOR APPLICANTS:**

- Employees of the U. S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees.
- Applicant must be a U. S. Citizen or otherwise eligible to work in the United States.
- As a condition of employment, an FBI Background Investigation is required.
- This position is regular and full-time.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- Occasional travel within the district may be required.
- Only the most qualified applicants will be interviewed.
- We will not pay relocation or interview travel expenses.

**HOW TO APPLY:****Go to:**

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=pex2sd8r&pos=24-02>

You will need the following as three (3) separate PDF documents:

1. A cover letter describing your relevant experience
2. Your resume
3. Three professional references

For additional information on the United States District Court, visit our web site at <https://www.kywd.uscourts.gov>.

**AN EQUAL OPPORTUNITY EMPLOYER**