



Vacancy Announcement

United States Court of Appeals, Fifth Circuit

Office of the Clerk

Position:	IT Project Manager
Starting Salary Range:	CL 29/30 (Depending upon qualifications and experience.)
Closing Date:	Until Filled
Announcement:	5-2019

Position Overview:

The IT Project Manager 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 incumbent is responsible for supervising and training the automation team, ensuring compliance with the appropriate guidelines, policies, and internal controls.

Representative Duties:

- Lead, train, guide and supervise other staff performing information technology activities, including assigning, reviewing work, and evaluating performance. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Train staff on policies, procedures, and internal controls.
- Assist in developing short term and long-range automation improvement plans for the court unit, ensuring that changes can be implemented with minimal disruption at the court site. Supervise execution of implementation plans for major automated systems. Establish training in system use and capabilities.
- Analyze user needs and software requirements to determine feasibility of design within time and cost constraints. 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.
- Oversee technical staff and end users to design and program software applications, including exchanging information on project limitation and capabilities, performance requirements, and interfaces.
- Install and test new versions of the database management system. 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. 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.
- Serve as technical administrator for nationally and locally developed applications. Implement disaster recovery plans ensuring data security and integrity.
- Perform ongoing analysis of court applications to identify and correct problems and make recommendations for improvement. Perform project management and advise court managers on court automation needs, including time and cost requirements in terms of both personnel and funding.
- Provide instruction and training on use and support of national and locally developed or customized systems interfacing or running in the Linux operating environments.

Required Qualifications:

A college degree in computer science or related field. Minimum of three years of specialized, progressively responsible professional IT experience. Specialized experience is progressively responsible experience that is closely related to the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position. This includes knowledge of Linux systems, SQL, CM/ECF and database management standards. Prior supervisory or project management experience. Excellent written, oral, and interpersonal communication skills are required, with exceptional ability to communicate technical concepts to non-technical staff.

Preferred Qualifications:

Preference will be given to those candidates who possess significant professional database administration experience. Experience with Briefcase is highly desirable. The ideal candidate will possess exceptional organization, time management, and logic skills while having the ability to work independently and in a team setting, leading a team of programmers.

Application Process:

Interested applicants must submit a cover letter and a completed AO78, Application for Judicial Branch Federal Employment, by email as a **single PDF** to Clerk_HR@ca5.uscourts.gov. **Please reference the vacancy number for which you are applying in the subject line.** Incomplete applications will not be considered. Additional information including the AO78 application form can be obtained on the Fifth Circuit website, www.ca5.uscourts.gov.

Qualified applicants chosen for consideration are subject to applicable skill testing.

Benefits:

Employees of the Clerk's Office of the United States Court of Appeals, Fifth Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

- 13 days paid vacation per year for the first three years of employment
- 20 days paid vacation per year after three years of employment
- 26 days paid vacation per year after 15 years of employment
- 13 days paid sick leave per year
- 10 paid Federal holidays per year (plus Mardi Gras)
- Participation in the Federal Employees Retirement System (including government Thrift Savings Plan similar to 401K plan with matching funds)
- Choice of medical, dental, and vision coverage from a wide variety of plans
- Pretax flexible spending account programs (medical and dependent care)
- Life and long-term care insurance options
- On-site physical fitness facility
- Telework eligible with supervisor approval

When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for certain prior military service may be taken into consideration. Additional information regarding federal judiciary employee benefits and compensation can be found on the U.S. Courts website at <http://www.uscourts.gov/careers/benefits>.

Information:

This office provides reasonable accommodations to applicants with disabilities. If you need such accommodation for any part of the application and hiring process, please notify the person who contacts you concerning your application. The decision to grant reasonable accommodations will be made on a case by case basis.

Applicants must be United States citizens or lawful permanent residents seeking United States citizenship.

Funds are not available to support travel or relocation expenses.

Direct deposit of federal wages required.

The court reserves the right to modify the conditions on this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

Due to the high volume of applications received, the Court will only communicate with qualified applicants who will be considered for this position. Qualified applicants are subject to testing for relevant skills. When applicable, applicants are selected for interviews based upon test scores.

The successful candidate will be offered employment based on a satisfactory background check and investigation. Employees serve under "Excepted Appointments" and are considered "at will" employees.

The United States Court of Appeals is an Equal Opportunity Employer