



**United States District Court
for the Eastern District of
Washington**

VACANCY ANNOUNCEMENT

**2023-2 Application Administrator II
(CM/ECF)
Spokane, Washington**

The United States District Court for the Eastern District of Washington is currently accepting applications for a permanent, full-time **Application Administrator II**. Bring your passion for IT and public service to an agile, innovative, and committed team of experts dedicated to serving the Federal Judiciary, public, and bar!

Position: Application Administrator II (CM/ECF)
Salary Range: CL 28 - \$66,250 - \$107,701, depending on experience
Schedule: Monday – Friday, 8 am – 5pm
Duty Station: Spokane, Washington
Opening Date: March 20, 2023
Closing Date: Open until filled – preference given to applications received before close of business on Monday, April 17, 2023

POSITION OVERVIEW:

The Application Administrator II (CM/ECF) is responsible for the day-to-day administration, operation, and support of the court's Case Management/Electronic Case Filing (CM/ECF) system. In addition to providing the operational support and technical expertise of the CM/ECF operating system, this position assists in the development and maintenance of local modifications/enhancements to the system and develops both short and long range plans for system optimization. The Application Administrator II reports to the IT Supervisor.

DUTIES:

- Responsible for administration, operation, upgrade and support of the court's Case Management/Electronic Case Filing (CM/ECF) application. Ensures the accuracy and integrity of the database, dictionary tables and local modifications/enhancements. Makes recommendations to improve efficiencies.
- Performs routine maintenance operations and installs upgrades and hotfixes as directed. Ensures that changes are implemented with minimal disruption to the court.
- Writes, runs, and distributes CM/ECF routine and special request statistical reports for managers and the court.
- Develops system features to satisfy end user needs. Makes adaptations to a national system and inventories/tracks adaptations for future upgrades.
- Adapts software and documentation; performs testing; establishes operating procedures; and devises/enforces security for software and data.
- Coordinates with IT Supervisor on the testing of new releases of the CM/ECF system and related products. Identifies project risks and solutions, seeking appropriate approvals as applicable. Ensures new releases of system upgrades and changes are implemented efficiently and comprehensively.
- Develops data models. Maintains web functions. Develops and maintains SharePoint sites and applications.
- Tests databases, corrects errors, and makes modifications. Performs data backups and disaster recovery operations. Performs system startup and shutdown procedures; maintains control records.
- Provides user support, training, and problem resolution for systems-related problems. Specifies users

and user access level.

- Receives, tracks and updates IT equipment in a nationally supported inventory database system.
- Manages and coordinates the repair of hardware including PCs and other communications devices and printers. Installs, troubleshoots, and configures access to applications.
- Responds to help desk calls and e-mails and logs problems in a help desk ticketing system. Provides information and assistance to users on desktop applications. Assists with the creation of new user accounts, user rights management and providing end user training.
- Assists with coordinating and managing video conferencing. Moves and connects mobile audio/visual/teleconferencing equipment. Assists in providing additional audio/visual systems support as requested.
- Other duties as assigned.

QUALIFICATION/EXPERIENCE:

- Two years of **specialized experience**, or completion of a master's degree or two years of graduate study in an accredited university in business, information system technology, or other fields closely related to the subject matter of the position.
 - *Specialized experience* is defined as progressively responsible experience designing, implementing, or maintaining computer systems that include completing computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.
- Strong knowledge and skill in using supported applications and their design. Thorough knowledge of theories, principles, practices, and usage of computer hardware and software, office database design, and data communications. A professional demeanor is required.
- Solid understanding of IT security best practices and ability to analyze, design, implement, and train security procedures.
- Excellent written and oral communication, presentation, organizational and interpersonal skills.
- Strong troubleshooting abilities and customer service skills are mandatory. The employee must be able to occasionally work after hours and weekends. Some travel, including overnight trips, could be required. Occasional lifting may be required.
- Knowledge and skill with information technology project management.
- Skill in analyzing needs and product requirement for supported applications. Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions for supported applications.

Court Preferred Qualifications:

In addition to the minimum qualifications stated above, preference will be given to applicants who are able to demonstrate:

- Bachelor's Degree in computer science or related field.
- IT experience within the Judiciary. Experience with CM/ECF and/or Perl programming language is highly preferred.
- Knowledge and expertise in the theories, principles, practices, and techniques of IT security, network management and security, enterprise level IP firewalls, IT networks, network traffic computer hardware and software, and data communications are also highly preferred.

BENEFITS:

Judiciary employees serve under excepted appointment (not civil service). The Federal benefit package includes:

- Eleven paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS-FRAE)
- Tax deferred retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions
- Health benefits under the Federal Employees Health Benefit Program (FEHB)
- Dental and Vision benefits under the Federal Employees Dental and Vision Program (FEDVIP)

- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement and Dependent Care Reimbursement
- Federal Long-Term Care Insurance Program (FLTCIP)
- Flex Lite Program
- Telework Program
- Public Service Loan Forgiveness Program

CONDITIONS OF EMPLOYMENT:

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to a Code of Ethics and Conduct for Judicial Employees, which is available to applicants to review upon request.

Employees of the United States District Court are Excepted Service Appointments, and as such are at-will and can be terminated with or without cause by the Court.

The position is classified as a **high-sensitive** position within the federal judiciary. The successful candidate for this position will undergo an **Office of Personnel Management (OPM) background investigation**. Employee will be hired provisionally pending results of the background investigation and retention will depend upon a favorable suitability determination from this investigation. The incumbent may be subject to periodic updates.

The Federal Financial Management Reform Act requires employees direct deposit their federal wages.

APPLICATION PROCEDURES:

Qualified applicants should submit their application package as **one PDF.**, to include the following:

- a **cover letter** explaining how their experience relates to the position requirements,
- a **resume** detailing all relevant experience, education and skills, **and**
- a completed **Application for Judicial Branch Employment** (Form AO 78) available on the court's website (www.waed.uscourts.gov)

Complete application packages may be submitted electronically to: hr@waed.uscourts.gov

Applications that do not include all information requested may lose consideration for this position. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The U.S. District Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement without prior notice.

Excellence in Court Administration, and Optimal Service to the Public, Court, and Bar.

The United States District Court is an Equal Employment Opportunity Employer.