



**United States District Court
District of South Dakota**

VACANCY ANNOUNCEMENT 17-08

POSITION TITLE:	SharePoint Administrator/Developer
POSITION TYPE:	Regular, Full-time (40 hours per week)
DUTY STATION:	Sioux Falls, SD with potential for telecommuting
SALARY RANGE:	\$57,726 - \$93,831
OPENING DATE:	August 1, 2017
CLOSING DATE:	Open Until Filled; applications received by September 1, 2017 will be given priority consideration

POSITION SUMMARY

The U.S. District Court District of South Dakota is seeking qualified applicants for the position of SharePoint Administrator/Developer. The position is responsible for the implementation and support of the District of South Dakota court agencies' SharePoint initiative to enhance communication, information sharing and workplace efficiency within the district. This position is also responsible for designing, modifying, and adapting SharePoint applications/sites, including integration efforts with national and local technologies. The SharePoint Administrator/Developer works as part of a Shared Services IT department and addresses the technology needs for District Court, Probation/Pretrial and Bankruptcy.

This position will be responsible for implementation, designing, coding, debugging, testing and user support of these technologies to enhance communication, information sharing and workplace efficiency within the district.

REPRESENTATIVE DUTIES

- Work with existing network and server administration team on installation and administration of the court's on premise SharePoint Enterprise Farm and intranet sites, with possible migration to cloud.
- Design and develop custom dashboards and custom workflows, develop custom data view Web parts, define and implement permissions models for SharePoint sites and business solutions, and support deployed custom SharePoint solutions and workflows.
- Build strong relationships with teams and chambers to understand court culture, organizational requirements and operational needs.
- Develop and create software solutions to meet identified needs by developing web pages, creating custom collaborative workspaces and applications, converting information and documenting solutions.
- Integrate SharePoint with other business applications, such as Microsoft Office, Exchange, and O365.
- Serve as the lead developer on application development projects.
- Prepare detailed specifications for SharePoint sites, program design, coding, testing, debugging, and technical and end-user documentation.
- Perform advanced troubleshooting and problem solving individually and with teammates.
- Assist with training end users and information technology staff.
- Work in collaboration with other judiciary SharePoint professionals to implement and customize existing solutions.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Three years of web development experience using programming languages such as C#, .NET Framework, C++, VB, HTML, CSS, JavaScript, jQuery, XML, Web Services and SQL.

- Extensive knowledge of the SharePoint platform, including designing, implementing and maintaining a SharePoint enterprise environment, completion of projects involving web page design and/or web application development, database administration, site design and custom SharePoint application development.
- Must be familiar with the SharePoint security architecture
- Excellent communication and facilitation skills: written, verbal and presentation.
- Collaborative and consensus-building work style, with the ability to adjust to a variety of audiences.
- Ability to analyze a group's work processes and generate application requirements for process improvements.
- Ability to present technical solutions in a clear, understandable manner; and conversely, ability to translate operational needs into technical requirements.
- Travel as needed to attend training, user group meetings and conferences.

PREFERRED SKILLS

- Bachelor's degree or higher in Computer Science, Information Systems, or related discipline.
- 5+ years of progressively responsible technical experience designing, implement or maintaining SharePoint websites, including the completion of projects involving web page design and /or web application development and database administration.
- Experience integrating with PERL and Informix
- Responsive web development experience
- Developing application with Active Directory as the authentication provider.
- Understanding of court workflows and process improvement methodologies
- Experience in SharePoint 2013/2016
- Knowledge of federal courts and judicial processes.

ADDITIONAL INFORMATION

- Employees are required to adhere to the *Code of Conduct for Judicial Employees* at all times.
- An FBI background check will be conducted on the selected candidate.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- Applicant must be a U. S. Citizen or eligible to work in the United States.

APPLICATION PROCESS

Qualified applicants should submit the following:

- 1) An AO-78 Federal Judicial Branch Employment Application (available at <http://www.uscourts.gov> under Library>Forms)
- 2) A detailed resume

Please send application materials to:

Human Resources re: Vacancy 17-08
314 S. Main Avenue, Suite 100
Sioux Falls, SD 57104

or via email: human_resources@sdd.uscourts.gov
Incomplete applications will not be considered.

The U.S. District Court District of South Dakota reserves the right to amend or withdraw any announcement without prior written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer or Clerk may elect to select a candidate from the original qualified applicant pool.

THE U.S. DISTRICT COURT DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER.
<http://www.sdd.uscourts.gov/>