

Career Opportunity

PROGRAMMER ANALYST



U.S. District Court

District of South Dakota

www.sdd.uscourts.gov

Announcement #: 04-21

Number of Vacancies: 1

Location: Sioux Falls, Pierre, or Rapid City, South Dakota; full-time telework option available for the right candidate

Salary: CL 28 (\$61,988 - \$100,739) commensurate with experience; a discretionary sign-on bonus, up to 25% of annual salary, may be available to candidates relocating to South Dakota.

Employment: Regular, full-time, supporting an 8am-5pm MT or CST time zone

The District of South Dakota

The U.S. District Court, District of South Dakota consists of five district judges, one bankruptcy judge, and three magistrate judges. There are 66 counties in the State with office headquarters in Sioux Falls. In addition to several satellite offices within the district, divisional offices include Aberdeen, Pierre, and Rapid City.

ABOUT THE POSITION

The U.S. District Court for the District of South Dakota is seeking a Programmer Analyst who will function as part of the IT automation team and focus on meeting the software and program needs for employees within District Court, Probation and Pretrial Services, and Bankruptcy Court.

The Programmer Analyst will analyze, offer, and support automation solutions to employees by customizing and delivering web applications and programs that meet the organization's needs. The Analyst performs technical work related to designing, modifying, and adapting existing software programs as well as creating new programs from scratch. The Analyst will write code, document work, develop custom reports, provide training on use of systems to end users, and perform routine testing as needed.

BENEFITS

The U.S. District Court offers a competitive benefits package to include:

- Vacation time accrual up to 104 hours per year; accrual increase with tenure
- Sick time accrual up to 104 hours per year with no accrual limit
- Eleven paid holidays per year
- Agency-subsidized federal employee health insurance plans
- Dental and vision plans
- Group life insurance plans
- Flexible spending account options
- Federal Employee Retirement System (FERS) participation
- Optional Thrift Savings Plan (TSP) participation with agency match

OVERVIEW OF DUTIES

- Design, develop, and maintain custom applications using primarily .NET languages, SQL, and SharePoint.
- Install, configure, test, manage, and support national and local systems interfacing with SharePoint, Informix, and SQL.
- Analyze end user needs and software requirements to determine feasibility of software design while taking time and cost into consideration.
- Evaluate established court processes and make recommendations for automation.
- Evaluate, recommend, and assist in the implementation of short-term and long-term automation improvement plans.
- Provide technical expertise in the development and operational support of court systems and services.
- Write and maintain documentation for automation solutions and processes as well as locally developed software.
- Identify and diagnose common system issues; recommend to management best course of action for resolution and implement as approved.
- Communicate effectively with other IT staff regarding collaborative tasks and project updates.
- Serve as technical trainer for all employees; train on new or changed features, applications, and processes.
- Other duties as assigned.

ADDITIONAL INFORMATION

- Qualified candidates must be a U.S. citizen or eligible to work in the United States.
- United States District Court employees must adhere to the *Code of Conduct for Judicial Employees* at all times.
- Positions in the United States District Court are hired under excepted appointments, are not covered under the Civil Service Retirement System, and are considered “at will” employees.
- The candidate hired for this position will be subject to a full background check.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- The U.S. District Court, District of South Dakota reserves the right to amend or withdraw any vacancy announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time after the original announcement has closed, the Court Unit Executive has the right to select a candidate from the original applicant pool.

JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in Computer Science or IT-related field and/or four years of experience in SQL, SharePoint, and application development;
- A thorough understanding of .NET Framework and SQL;
- Knowledge of applicable programming languages, databases, and application design;
- Knowledge of computer systems and networks;
- Skill in building or adapting programs, equipment, and technology;
- Ability to communicate technical information clearly and effectively to end users, both orally and in writing;
- Ability to interact effectively and appropriately with others while in a remote status; consistently provide a high level of customer service and resolve IT issues in a timely manner that comply with local and national regulations, rules, and guidelines;
- Skill in writing program documentation;
- Ability to commute to Rapid City, Pierre, or Sioux Falls, South Dakota on a quarterly to bi-annual basis for the purpose of attending district meetings, communicating project status updates, and completing performance appraisals and reviews.

Proof of experience must be clearly documented on form AO 78 *Judicial Branch Federal Employment* application.

PREFERRED SKILLS & EXPERIENCE

- SharePoint Administration;
- An understanding of Microsoft SharePoint Libraries, Lists, and Workflows;
- Experience with Informix and interfacing with CM/ECF and PACTS;
- Experience with Microsoft Server and Desktop operating systems;
- Experience with SharePoint, Office 365, OneDrive, Power BI, Power Apps, SQL, and other Microsoft Online products;
- Experience with data and systems security;
- Experience supporting large, complex, or enterprise-wide solutions;
- Current judiciary employees are encouraged to apply.

APPLICATION INSTRUCTIONS

To receive consideration, applicants must submit the following:

- 1) A cover letter explaining how you obtained and meet the experience requirements detailed under *Job Requirements and Qualifications*;
- 2) A current resume to include at least three (3) professional references;
- 3) A completed AO 78 Judicial Branch Federal Employment application, found on <http://www.uscourts.gov> under *Court Forms*.

Application packages should be emailed in PDF format with "Vacancy 04-21" in the subject line to Brooke Richards at: brooke_richards@sdd.uscourts.gov.

Incomplete application packages will not be considered.

THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER