

# Career Opportunity

## PROGRAMMER ANALYST DISTRICT OF SOUTH DAKOTA



### ABOUT THE COURT

The U.S. District Court for the District of South Dakota was established in 1889 when the Dakota Territory was divided into North and South Dakota. The Court handles issues pertaining to federal law within the state of South Dakota and has courthouses in Sioux Falls, Rapid City, Pierre, and Aberdeen.

The U.S. District Court consists of federal court chambers, a clerk's office, and a probation and pretrial services office. The district has three Article III district judges, three senior district judges, and three full-time magistrate judges. Additionally, U.S. Probation has satellite offices in Eagle Butte, Kyle, McLaughlin, Mission, and Winner.

### 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.

Programmer analysts perform professional work related to designing, modifying, and adapting existing software. Programmer analysts at this level of function are primarily responsible for writing code and meeting with end users to analyze their needs and to implement software solutions.

The Programmer Analyst is responsible for routine database and application/database server maintenance, application software installation and tuning, system troubleshooting and end-user support, applications security administration, and end-user training.

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### POSITION DUTIES AND RESPONSIBILITIES

- Responsible for the design, development, and support of application software and takes a lead role in software development with multiple programming languages.
- Provides follow-up maintenance and support for existing applications in use within the court system.
- Ability to design and write advanced applications for the court with little to no supervision while following IT security requirements and best practices.
- Design, develop, modify, adapt, and maintain custom applications using C#, SQL, CF Script, and TypeScript/JavaScript.

**Vacancy No.:** 10-24

**Number of Vacancies:** 1

**Location:** Rapid City, South Dakota

**Salary:** CL27-28 \$58,030 - \$113,078 commensurate with experience; a recruitment or relocation bonus may be available

**Employment:** Permanent, full-time

**Closing Date:** Open until filled; priority consideration given to applications received by December 18, 2024

### BENEFITS

- Paid Annual & Sick Leave
- Paid Paternal Leave
- 11 Paid Holidays
- Employer Subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Pre-tax benefit programs
- Employee Assistance Program (EAP)
- Telework opportunities

[www.sdd.uscourts.gov](http://www.sdd.uscourts.gov)



## How to Apply

Please submit the following:

- Cover letter that supports your work experience as it relates to this position
- Resume that includes three (3) professional references
- Completed AO 78 Application for Judicial Branch Federal Employment Forms | [United States Courts \(uscourts.gov\)](https://uscourts.gov)

**All documents must be emailed in PDF format with “Vacancy 10-24” in the subject line to [recruitment@sdd.uscourts.gov](mailto:recruitment@sdd.uscourts.gov).**

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[www.sdd.uscourts.gov](http://www.sdd.uscourts.gov)

- Confers with technical staff and end-users to design and program software applications, including exchanging information on project limitations and capabilities, performance requirements, and interfaces. Consults with customers about software system design, enhancement, and maintenance. Provides end-user support for applications supported. Serves as a liaison between peers and end-users.
- Writes code to specifications, documents work, develops custom reports, and performs routine testing.
- Install, configure, test, manage, and support national and local systems interfacing with SharePoint, Informix, and SQL.
- Word template development and support using Visual Basic for Application (VBA).
- Write and maintain documentation for automation solutions and processes as well as locally developed software.
- Scan custom software using Black Duck Software Composition and Fortify tools for vulnerability assessment and implement fixes to document issues accordingly.
- Creates and runs reports. Installs or assists in the installation of upgrades or new or revised off-the-shelf/desktop releases. Sets up, configures, installs, and documents hardware and software.
- Troubleshoots hardware and software problems. Performs basic and complex system support for telephone systems. Creates local court forms from off-the-shelf software. Customize programs for local needs and train personnel in their use. Provides day-to-day systems backups and verifies the validity of data. Provides cabling support.
- Provide backup to other subject matter experts in support of Windows server and desktop management, wireless network management, VMware Horizon, or other virtual desktop technologies.
- Provide courtroom technical support as needed, working with court technology A/V specialist as a local resource.
- Responds to help desk calls and e-mails, logs computer problems, and assists with complex and routine problems. Assists with web access. Provides information and assistance to users on applications such as word processing and data entry. Assists with creating user accounts and providing end-user training.
- Maintains contact with other information technology court personnel at different locations and levels for the purpose of keeping abreast of developments, techniques, and user programs.
- Travels periodically to divisional and satellite offices and may travel outside the district for training.
- Additional duties as assigned.

## **QUALIFICATIONS/STANDARDS**

- To qualify for this position at the CL 27 level, the applicant must have two years of specialized experience, or a bachelor's degree from an accredited college or university with superior academic achievement.
- To qualify for this position at the CL 28 level, the applicant must have two years of specialized experience, or education at the master's degree level or two years of graduate study may be substituted for the required specialized experience if obtained in a field closely related to the subject-matter of this position.

### **\*SPECIALIZED EXPERIENCE**

Progressively responsible experience in, or closely related to the position's work that has provided the knowledge, skills, and abilities to perform the position's duties successfully. For example: progressively responsible 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.

### **PREFERRED QUALIFICATIONS**

- Preference will be given to those applicants who possess progressively responsible technical experience related to web-based applications development and the administration of supporting database software, operating systems, and server platforms.
- Knowledge and experience in web development environments/languages including Perl, ColdFusion, SQL, HTML, CSS, JavaScript, MS SharePoint, and Drupal.
- System administration experience with the Red Hat Linux and Windows Server (2019 and above) operating systems.
- DBA experience with database products, including Informix Dynamic Server, Microsoft SQL Server, and MySQL, along with off-the-shelf reporting tools such as Crystal Reports.
- Preference will also be given to candidates whose work experience provides evidence of strong customer service skills, the ability to handle multiple priorities in a fast-paced environment, and the ability to follow an assigned project through to completion.



## SELECTION PROCESS

The most qualified applicants will be invited to one (or more) personal interviews with the court. Applicants selected for interview(s) must travel at their own expense and relocation expenses will not be reimbursed.

Prior to appointment, the person selected for this position will be required to undergo a criminal background check. Employment is considered provisional until the background check is successfully completed.

## CONDITIONS OF EMPLOYMENT

- Applicants must be a U.S. citizen or eligible to work in the United States.
- Judiciary employees must adhere to the Code of Conduct for Judicial Employees at all times.
- Employees of the United States District Court are hired under excepted appointments, are not covered by the Civil Service System, and are considered "at will" employees.
- The candidate hired for this position will be subject to a full background record check.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- The U.S. District Court for the 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 reserves the right to select a candidate from the original applicant pool of the previous vacancy announcement.

**THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY  
EMPLOYER AND COMPLIES WITH THE FAIR CHANCE TO  
COMPETE ACT**

# JUDICIARY BENEFIT DETAILS

## Employer Contributions

- FERS eligible employees receive judiciary-paid Basic Benefit contributions each pay period
- Optional Thrift Savings Plan (TSP) enrollment for pre- or post-tax (Roth) withholdings
- Optional TSP catch-up contribution for employees age 50+
- Participating TSP employees receive 100% match for first 3% contributed to the plan and \$.50 per \$1.00 match for the next 4-5% up to a maximum 4% employer match
- TSP eligible employees also receive an automatic 1% contribution to their TSP plan each pay period
- Social Security benefits contributed at 6.2% of employee earnings up to annual SS Wage Base
- On average, 72% of an employee's total health insurance premium is paid by the judiciary with enrollment choices of Employee, Employee +1, or Family coverage
  - Over 20 different FEHB plan options available with varying deductible and co-pay limits
- Judiciary pays 1/3 of the cost for employee's Basic Life Insurance
- Free Employee Assistance Program (EAP) available to employees, spouse, and/or dependents 24 hours a day, 7 days a week

## Time Off

- Annual leave
  - 0-3 years of service accrue 4 hours/pay period
  - 3-15 years of service accrue 6 hours/pay period
  - 15+ years of service accrue 8 hours/pay period
- Sick leave: accrue 4 hours/pay period with no limit cap
- Bereavement Leave: up to 104 hours of paid bereavement leave per year paid from sick leave bank
- Paid Parental Leave: up to 12 weeks of paid leave for childbirth or adoption (eligibility conditions apply)
- Bereavement Parental Leave: up to 2 weeks paid for loss of child
- Compensation time earned based upon employee classification level
- Administrative Leave: discretionary leave granted for voting, emergency closures, etc.
- Paid Holidays – minimum of 11 paid holidays per year: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day

## Other Judiciary Benefits

- 10 different vision insurance plans
- 16 different dental insurance plans
- Flexible benefit health care reimbursement
- Flexible benefit dependent care reimbursement
- Paid employee parking
- Supplemental life insurance for spouse and children
- Accidental Death & Dismemberment (AD&D) insurance coverage
- Long-term care insurance
- Disability insurance
- Disability retirement (eligibility conditions apply)
- Professional liability insurance reimbursement
- Employee referral bonus
- Flexible scheduling/telework opportunities (eligibility conditions apply)
- National Leave Transfer Program - donated paid time off for employees needing extended leave due to medical complications, childbirth, or other emergencies
- Hotel discounts via FedRooms.gov
- Continuing education and local/national training and informational opportunities:
  - Judiciary Online University virtual learning + monthly benefit webinars

## In Retirement

- Full continuation of health insurance for employee and spouse with continuation of judiciary-paid premiums (eligibility conditions apply)
- If FERS-eligible, receive a monthly paid Basic Benefit annuity with survivor annuity option
- Monthly-paid FERS annuity supplement ("social security bridge") paid by OPM if retiring under age 62
- TSP participant withdrawal options via monthly, annual, or as needed basis with additional options to purchase TSP annuities
- Optional continuation of life insurance coverage (eligibility conditions apply)
- Fully paid out unused annual leave hours
- Unused sick leave hours are converted and added to service credit time increasing monthly FERS payment

**See the [Total Compensation Estimator](#) to see how the judiciary contributes to the benefits of every employee.**