UNITED STATES DISTRICT COURT – SOUTHERN DISTRICT OF IOWA

POSITION: **Applications Developer**

LOCATION: **Des Moines, IA**

OPENING DATE: **Friday, December 19**

CLOSING DATE: **Open until filled, applications received by January 2, 2015 will receive priority consideration**

CLASSIFICATION LEVEL/SALARY RANGE: ***CPS CL-26 ($42,199 – 68,639); Promotion Potential to CL-27 ($46,365 - $75,407); salary is based on experience and qualifications in accordance with the Court Personnel System.***

POSITION OVERVIEW

The United States District Court and Probation Office for the Southern District of Iowa is accepting applications for a position of Applications Developer. We are looking for a candidate to join us in accomplishing our mission of providing courteous, efficient and quality service to the court, the bar and the public. The scope of duties will be both locally created programming projects, customization of nationally supported technology systems, and commercial off the shelf software applications that meet the business needs of the Court.

DUTIES AND RESPONSIBILITIES

Plan, develop, deploy and support software applications which enhance organizational efficiency and capabilities. Responsibilities may involve making adaptations to national systems or participating in the planning for, and the acquisition of, specific systems for the court. Collaborate with users to gather system requirements, and create plans for testing, training, implementation and software documentation.

Perform administration, operation, and support for court applications, including but not limited to CM/ECF, PACTS, SharePoint, SQL and other systems that enhance and/or exchange data with these applications. Ensure reliable and effective operation, maintain standard operating procedures, install and test upgrades, and assist with protection and restoration operations. Monitor, diagnose and remedy failures, both hardware and software, and coordinate maintenance activities as necessary.

Maintain the court's Internet and Intranet sites. Provide training to editors and end users, and seek opportunities where these sites can be used to enhance collaboration, sharing of data, or otherwise increase efficiencies for court operations.

Develop custom reports using approved scripting methods and tools. Provide input regarding data analytics, extraction and presentation.

Write code to specifications, document work and develop applications according to requirements.

Prepare and maintain complete documentation of locally developed, tailored or enhanced software.

Perform general IT support services during the absence of other IT staff.

Perform other duties as assigned.

QUALIFICATIONS

An undergraduate degree from an accredited college or university in computer science or similar preferred, or a combination of education with applicable certifications and IT experience. Two or more years of system administration and/or programming experience required. Experience or working knowledge of Perl, PHP, ColdFusion, HTML, JavaScript, Web Services, and SQL databases. Must be familiar with UNIX, Linux and Windows. This is an entry-to-mid level position, and the successful candidate will be expected to speak cogently on programming principles. Working knowledge of theories, principles, practices and techniques of computer hardware and software, office automation, database design and data communications; ability to troubleshoot and problem solve. Experience and working knowledge of programming, database and server administration, and data reporting. The ability to set priorities and effectively resolve competing demands in an atmosphere of constant change. Skilled in training non-technical personnel in technical techniques and processes. Ability to conduct research of all available services and provide proposed solutions; isolate and take corrective actions to software and hardware problems. The candidate must have a positive attitude, deliver excellent customer service, and be detail oriented. Strong analytical skills, excellent organizational skills, willingness to learn and participate in a team environment, ability to respond to requests on short notice, and the ability to manage multiple tasks are essential. Successful candidate must maintain a professional appearance and demeanor at all times. Integrity and confidentiality are a must.

BENEFITS

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance is also available.

CONDITIONS OF EMPLOYMENT

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

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court and Probation Office are at will and can be terminated with or without cause at any time.

MISCELLANEOUS

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

The U.S. District Court and Probation Office for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. District Court and Probation Office for the Southern District of Iowa reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

The U.S. District Court and Probation Office for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocation.

APPLICATION INFORMATION

Candidates must submit: (1) a resume and (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. Applications submitted without both items will not be considered. Only applicants selected for an interview will be notified.

Application materials should be marked "confidential" and mailed or e-mailed to:

Mindi Decker, Human Resources Specialist
U.S. District Court, Southern District of Iowa
P.O. Box 9344
Des Moines, IA 50306-9344
E-mail: mindi_decker@iasd.uscourts.gov

The United States District Court and Probation Office is an Equal Opportunity Employer.