

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

EMPLOYMENT OPPORTUNITY

Position:	CM/ECF Administrator	Announcement #:	16-CO-07
Appointment:	Full-time, Permanent	Location:	Charleston, WV
Starting Salary:	CL-26 (\$43,140 – 70,103) CL-27 (\$47,390 - \$77,030)		
Promotion Potential:	To CL-28 without further competition		
Opening Date:	February 11, 2016	Open To:	All qualified applicants
Closing Date:	Position is open until filled		

JOB SUMMARY:

The CM/ECF Administrator is responsible for ensuring the integrity and efficiency of the Case Management/Electronic Case Filing (CM/ECF) system. The CM/ECF Administrator evaluates the system, recommends and coordinates updates and changes, develops documentation and reports, and oversees the quality and consistency of data in all Linux-based nationally supported systems. This position reports to the Clerk, the Chief Deputy Clerk and Director of Information Technology.

So, if you have extensive CM/ECF, docketing, and quality control experience and enjoy the technical side of it, or if you have technical ability and are open to learning the CM/ECF system and legal processes, we are interested in hearing from you!

REPRESENTATIVE DUTIES:

- Analyze CM/ECF processes and procedures and make recommendations to improve efficiency.
- Develop and maintain procedural manuals for CM/ECF. Make recommendations for revisions and updates; communicate and oversee the implementation of revisions and updates.
- Serve as liaison between IT staff and court staff on CM/ECF updates and projects. Interact with other court agencies, counterparts in other courts, the AO, and others in the legal community regarding issues related to the improvement of the CM/ECF system.
- Evaluate new CM/ECF releases and patches to assess impact on existing operational processes and procedures. Implement CM/ECF releases and patches with IT.
- Monitor and update the CM/ECF event dictionary and analyze the impact of changes on the court's procedures.
- Work with the Operations Manager to propose and assist in developing CM/ECF training for all users, both internal and external. Participate in delivery of training.

- Provide support to court staff, IT, and external filers by troubleshooting reported CM/ECF issues and determine the best approach to resolve the problem.
- Monitor the court's web sites to ensure consistency with the most current CM/ECF policies and procedures.
- Develop and monitor the knowledge database to assist in the standardization of responses to CM/ECF inquiries.
- Monitor day-to-day operations of the equipment and systems, and act as the technical expert in solving computer system problems for all national Linux-based systems.
- Install or assist in the installation and maintenance of hardware, new and/or revised releases of national Linux-based systems.
- Responsible for submission of statistical reports.
- Oversee and coordinate the schedule for updating and maintaining the Jury Management System (JMS) application and the Interactive Voice Response (IVR) system.

MINIMUM QUALIFICATIONS:

To qualify for CL-26, a minimum of one year of specialized experience equivalent to CL-25 is required. To qualify for CL-27, a minimum of two years of specialized experience is required, with at least one year equivalent to work at CL-25. *Specialized experience* is progressively responsible:

- 1) Information technology experience that involved: Knowledge of theories, principles, practices, and usage of computer hardware and software. Knowledge of office database administration. Knowledge of capabilities, limitations, and functional applications of information technology. Knowledge of operating systems and workstation products **or**
- 2) Clerical/administrative experience that involved: Knowledge of the rules, regulations, practices and principles, of the case management/electronic case filing system (CM/ECF) and routine use of the CM/ECF system and keyboarding for word processing, data entry, and report generation.

PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited college or university.
- Two plus years of specialized experience in information technology or a legal environment.
- Extensive experience with CM/ECF.
- Proficient at Database Administration practices and SQL (IBM Informix is a plus).
- 2-4 years Linux Server Administration experience including Web Server and Database server configurations.
- 2-4 years of Systems Administration and/or Application Administration experience.
- Basic understanding of HTML.

EMPLOYEE BENEFITS:

Positions are covered by the Court Personnel System and entitled to the following benefits:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security
- Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Vision and Dental Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program
- Long Term Care Insurance Program options
- Periodic salary increases

INFORMATION FOR APPLICANTS:

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

APPLICATION PROCESS:

Submit a cover letter and current résumé to Ms. Korin Parsons, HR Specialist at Korin_Parsons@wvsd.uscourts.gov. The cover letter should identify how your education and/or experience qualify you for the position. The résumé should detail your education and previous work experience. Reference **Vacancy #16-CO-07 CM/ECF Administrator**.

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Only applicants selected for interview will be contacted.

The United States District Court is an equal opportunity employer and values diversity in the work place.