

**United States District Court
Southern District of West Virginia
Office of the Clerk**

VACANCY ANNOUNCEMENT

Position: Web Developer/Programmer Analyst **Announcement No.** 15-CO-02

Open To: All qualified applicants

Posting Date: December 17, 2014

Closing Date: Open until filled

Appointment Type: Full-time; Permanent

Location: Charleston, West Virginia

Starting Salary Range: \$46,365 – \$69,497 - CPS CL 27/1 to 28/25

Salary matching or previous federal service may qualify the successful candidate for placement above step 25 in the CL in accord with US Court Guidelines

Applicants who applied to Vacancy #15-CO-01 will automatically be considered for this position and do not need to re-apply.

JOB SUMMARY:

The United States District Court for the Southern District of West Virginia has an immediate opening for the position of Web Developer/Programmer Analyst. This position is responsible for overseeing the development and continued maintenance of the court's external and internal web sites and work related to designing, modifying, and adapting new and existing software consistent with the court's vision, mission and end-user needs. The incumbent shall analyze the needs and requirements for developing and designing internet/intranet web based information delivery systems including interfaces with existing and proposed databases used in the court. In addition the incumbent will perform professional work related to designing, modifying, and adapting new and existing software. Duties also include meeting with end users and collaborating with supervisors, manager, Clerk of Court and judges to analyze their needs and to implement web based and software solutions.

The duty station for this position will be located in Charleston and reports directly to the Director of Information Technology. Routine travel to divisional offices is required as well as possible travel to national meetings.

REPRESENTATIVE DUTIES:

- Primarily responsible for design, development, operation and maintenance of the Court's Internet and Intranet site and pages, using established web technologies and programming languages.

- Work with Director of Information Technology to determine requirements and system.
- Use graphic design, multi-media software, and other tools to redesign information into a more understandable format for web dissemination.
- Work closely with staff to identify and define content and perform conversions of existing information into web format.
- Coordinate or perform all web development efforts to include: analyzing end-user needs, content updates as requested, and software requirements. Ensure stable and efficient operation of the systems.
- Apply web technology to solve identified problems and build efficiencies emerging from work with court employees.
- Analyze and assess the existing web structures, requirements, and technological developments to ensure full performance of the web sites.
- Prepare and maintain technical documentation for various court web sites.
- Programming duties include analyzing needs of end users to develop and implement software solutions.
- Gather requirements, design, write code to specifications, debug, perform routine testing, document work, develop custom reports, prepare flow charts, perform routine testing and provide user support.
- Design, modify, adapt, and enhance existing software to meet user requirements. Develop and perform software system testing and validation procedures and documentation.
- Confer with end users as directed by the Director of Information Technology or the Clerk to design software applications, including exchanging information on project limitation and capabilities, performance requirements, and interfaces. Consult with customers about software system design, enhancement, and maintenance. Provide end user support and training for applications developed. Serve as a liaison between peers and end users.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

To qualify at CL-27, candidates must have one year of specialized experience equivalent to work at CL-26. To qualify at CL-28, candidates must have two years of specialized experience equivalent to work at CL-27. In addition, the following is required:

- High school diploma or equivalent
- Three years technical experience in website design and development.
- Knowledge of web technologies – ASP.net, JavaScript, JavaScript Frameworks (jQuery), XML, AJAX, CSS3.
- Experience with UX Design and identifying user workflow.
- Drupal administration.
- SQL Server Applications and Development.
- Twitter Bootstrap.
- Internet Information Service (IIS) administration.
- Adobe Photoshop.
- Ability to train end-users.

Incumbent must be organized with an eye for detail and must have excellent follow-through skills. The ability to communicate technical information effectively (verbally and written) to end-users in a manner they can understand is essential. The ability to provide customer service and work as part of a team is required.

COURT-PREFERRED QUALIFICATIONS:

- Bachelor's Degree in a technology related field.
- Three years technical experience in web application development in C#/ASP.NET.

EMPLOYEE BENEFITS:

This position is covered by the Court Personnel System and is entitled to benefits that include:

- 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; and 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 (pre-tax contributions for health insurance premiums, health care and dependent care expenses)
- 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:

To apply, submit a *cover letter* identifying how your education and experience qualify you for the position and a *résumé* which details your education and previous work experience. Email materials to Korin Parsons, HR Specialist at Korin.Parsons@wvsc.uscourts.gov and reference **Vacancy #15-CO-02** in the subject line. To receive first consideration, application materials must be received by **December 31, 2014**. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

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