UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA

EMPLOYMENT OPPORTUNITY

Position:	Automation and Application Solutions Developer
Announcement #:	26-PO-01
Appointment Type: Full-time, Regular	**Location:** Charleston, WV
Starting Salary:	CL 27 – CL 28 ($59,732 – $116,394) *Starting salary depends upon experience, qualifications, and prior Federal experience.*
Promotion Potential: Up to CL 28 ($71,583 – $116,394) without further competition.	
Opening Date:	January 29, 2026
Closing Date:	Open until filled. Applications received by **February 18, 2026** will receive first consideration.
Open To:	All qualified applicants

Job Summary:

The United States District Court for the Southern District of West Virginia is looking to fill an Automation and Application Solutions Developer position in the Shared Administrative Services Information Technology department which supports the district court clerk's office, chambers, and probation office of the Southern District of West Virginia. The position provides analysis, design, and development of both user and systems needs of the court. The incumbent is responsible for designing, developing, and supporting low-code/no-code applications, court specific developed applications, automated workflow solutions, AI-enhanced solutions, and business-critical systems. The incumbent develops project plans, performs complex system changes, integrates automation into operations, and ensures projects are completed on time, within scope, and to the court's satisfaction.

The U.S. District Court for the Southern District of West Virginia has points of holding court located in Beckley, Bluefield, and Huntington, with the main office located in Charleston, West Virginia. The court is comprised of over 100 employees who support five active Article III judges, two senior Article III judges, and three full-time magistrate judges. We are part of the judicial branch, one of the three separate branches of the federal government. We independently set our own employment policies, such as remote work and performance management.

Representative Duties:

- Consult with and provide technical advice to judges, court unit executives, and court staff on modern technologies that enable automation and process improvement.

- Provide guidance on technology solution purchasing, Power Platform licensing, and software architectural approaches.

- Design, develop, and support solutions using Power Apps, Power Automate, Dataverse, .NET, Python, and PowerShell.

- Provides administration of IIS and Windows web services, performing advanced configuration, security management, performance optimization, and operational support for production systems.
- Design and implement Robotic Process Automation solutions for manual and repeatable workflows.
- Integrate systems using API-based interoperability and secure authentication strategies.
- Designs, writes, and optimizes complex SQL queries and database objects; performs full-scope SQL database administration including performance tuning, security, backup and recovery, and capacity planning.
- Recommend technical strategies for automation, governance, and AI adoption where applicable to support mission-critical systems and processes.
- Maintain open communication with other IT court personnel to remain current on developments and modern solution platforms.
- Assist with system troubleshooting, automation failure scenarios, and root-cause corrective actions.
- Develop and maintain secure governance practices for Power Platform, databases, and cloud/on-prem systems.
- Design, modify, and implement long-term technology improvements ensuring minimal disruption to court operations.
- Develop and manage data pipelines, data models, and ETL processes for business intelligence and reporting.
- Develop prototype applications integrating AI and automation platforms.
- Develop, implement, and manage projects from inception to delivery, including detailed timelines and resource planning.
- Perform cost-benefit analysis for emerging technologies and modernization initiatives.
- Provide guidance and support to peers and other technical personnel on application development and automation workflows.
- Provide end-user support for remote hearings systems, courtroom technology, and technical support, as needed.
- Perform other duties as assigned.

Minimum Qualifications:

To be appointed at **CL-27**, applicants must have two (2) years of **specialized experience**; *or*

Completion of the requirements for a bachelor's degree from an accredited college or university <u>and</u> one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in a field of study related to the subject matter of the position;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; **or**
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in a field of study closely related to the subject matter of the position.

To be appointed at **CL-28**, applicant must have two (2) years of **specialized experience**; *or*

Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in a field of study closely related to the subject matter of the position.

Specialized experience includes progressively responsible experience designing, developing, implementing, and supporting computer systems that included completing project assignments involving planning applications, automating workflow solutions, AI-enhanced solutions and/or business-critical systems.

Attention to detail, exceptional organizational and time management skills, including the ability to handle multiple projects and priorities within strict guidelines, as well as excellent problem solving and critical thinking skills are required. Strong interpersonal skills supported by articulate written and verbal communication skills, including the ability to explain technical concepts in an understandable manner, are essential. In addition, the incumbent must exercise mature judgment, maintain a professional demeanor, and be a dependable and flexible team member. The ability to independently analyze, isolate, and solve problems in complex systems is essential for success in the position. Availability for occasional travel, including overnight, is required. Lifting and moving moderately heavy items, such as computer equipment, may be required.

Court-Preferred Skills:
The ability to design and support applications and automated workflow and AI-enhanced solutions is preferred. Knowledge of and skill in the use of Microsoft 365, Power Platform, Power Apps, Power Automate, Dataverse, .NET, Python, and PowerShell is preferred.

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
- 11 paid holidays per year
- Federal Employees Retirement System – Defined Benefit Retirement Program - like a pension
- Thrift Savings Plan - retirement savings and investment plan – like a 401(k), up to 5% matching
- Health, Vision, Dental, and Life Insurance Programs
- Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses)
- Employee Assistance Program (no cost counseling and work/life services)
- Regular salary increases – performance and cost of living
- Learning and Development Tuition Assistance
- Public Service Loan Forgiveness (PSLF)
- Onsite physical fitness facility
- Paid parking
- Part-time Telework available after a training period based on the needs of the workload and determined by the supervisor

Information for Applicants:

The United States District Court is part of the Judicial Branch of the United States government. A paid employee of the United States federal government must be a U.S. citizen or eligible to work in the United States (see full citizenship requirements here.) 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. The selected candidate is subject to a background check, including FBI fingerprint check, and can be appointed provisionally, pending a favorable suitability determination.

Application Process:

Qualified applicants must submit the following in a **single PDF document**:

- o Cover letter;
- o Résumé; and
- o Completed Form AO-78 Application for Judicial Branch Employment (Completion of Optional Background Information section, #19-21 **is** required).

Application packets should be submitted via email to Human_Resources@wvsd.uscourts.gov, referencing vacancy **#26-PO-01 Automation and Application Solutions Developer** in the subject line. To receive first consideration, application materials must be received by **February 18, 2026**, but the position will remain open until filled.

Accurate compliance with these instructions is a factor expressly considered in the evaluation of the application. 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, equity, and inclusivity in the workplace.