

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON

Vacancy Announcement

14-WAW-04

January – February 2014

CM/ECF TECHNICAL ANALYST ~ REVISED

Court Personnel System Classification Level: CL 26/27

Developmental Range Salary \$45,027 - \$61,351

Full Performance Range Salary \$56,312 - \$80,460

Depending upon experience and qualifications

Additional promotional potential without further recruitment

Position open until filled; preference given to applications received by March 2, 2014

The U.S. District Court for the Western District of Washington is currently accepting applications for the position of Case Management/Electronic Case Filing (CM/ECF) Technical Analyst. This position will be located in the office of the Clerk of Court at the federal courthouse in Seattle. Some travel between offices may be required.

The CM/ECF Technical Analyst is responsible for coordinating court and legal processes with the operations of the district's web based Case Management/Electronic Filing system. This position works closely with court staff in order to evaluate and implement system upgrades. In addition, the CM/ECF Technical Analyst identifies and recommends potential changes to CM/ECF and executes these changes to support the operations of the district. CM/ECF analysts also provide extensive, in-depth support for individuals utilizing the court's electronic system.

The successful candidate must be self motivated, articulate and detail orientated with strong technical, operational, analytical and customer service skills. The ability to troubleshoot issues with electronic filing over the phone to individuals within the court and the legal community is required. The CM/ECF Technical Analyst is part of a self directed work team who works closely with members of other teams within the Clerk's Office. The Analyst also works with Chambers, information technology staff, outside agencies and the public.

REPRESENTATIVE DUTIES:

- Responsible for modifications to the electronic case filing system in order to design, enhance and adapt filing events. Develop and perform testing and validation procedures based on operational work flows and processes. In collaboration with IT, write code to create solutions relative to these needs.
- Research, identify, and troubleshoot discrepancies between internal and external operations and the functionality in CM/ECF. Recommend, design, and implement solutions to court operations utilizing the most appropriate technology.
- Communicate CM/ECF modifications to internal and external users; document technical configurations and modifications to CM/ECF.
- Evaluate new CM/ECF releases and patches to assess impact on existing operational processes and procedures. Coordinate implementation of CM/ECF releases and patches with operations and IT.

- Serve as project manager for various initiatives, including those related to CM/ECF.
- Recommend training issues to CM/ECF trainers following technical implementation and modification to the system.
- Provide support to court staff, external filers and IT by troubleshooting reported CM/ECF issues and determine the best approach to resolve the problem.
- Identify data integrity or work flow irregularities through a variety of quality control reports, statistical reports, monitoring electronic notification transactions or monitoring of Administrative Office technical resources. Determine the most effective solution, whether technical or training related, and implement the solution in collaboration with other team members, management, chambers, or the ECF Steering committee, as appropriate.

QUALIFICATIONS:

Candidates must have a high school diploma or equivalent and a minimum of three years of progressively responsible administrative, technical or professional experience. Knowledge of Word and Excel desired. A bachelor's degree and court or legal experience is preferred.

The successful candidate will possess:

- Strong analytical skills;
- Excellent organizational and time management skills;
- Knowledge of civil and criminal processes;
- Knowledge of the structure and concept of relational databases;
- Strong verbal and written communication skills;
- Ability to exercise sound independent judgment;
- Excellent customer service skills;
- Professional demeanor;
- Ability to interact with a wide variety of people tactfully and courteously;
- Ability and desire to function in a self-directed team based environment.

Preferred skills include:

- Technical experience with relational databases;
- Knowledge of CM/ECF or other electronic docketing systems;
- Knowledge of federal and local rules, legal documents, legal terminology and procedures for public access to court files;
- Project management skills, including organization, analysis, documentation, reporting and strategic thinking. Skill in initiating, analyzing, developing, documenting and management projects.

INFORMATION FOR APPLICANTS:

Qualified applicants should submit the following:

- Cover letter
- Resume
- Narrative statement of no more than one page that answers the following question: Describe how you helped colleagues in the work place develop and implement a technical solution to a problem, the methods you used to help develop and implement a solution to the problem, and the outcome.

Submit application materials to:

Human Resources (#14-WAW-04)
U. S. District Court
700 Stewart Street, Suite 2218
Seattle, WA 98101

Or via e-mail (Word or PDF format) to: seattle_personnel@wawd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. 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.

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

The Court 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 Court 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. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

BENEFITS:

Employees of the United States District Court are considered “at will” employees. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management’s civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.