United States Courts
District of Montana

Vacancy Announcement
04D:2023

Position Title:	Programmer
Duty Station:	Great Falls, Montana
Salary Range*:	CL27-CL28, $55,266 - $107,701*
Announcement Date:	August 9, 2023
Application Deadline:	Open until filled; priority given to applications received by August 23, 2023

*Starting salary and grade will be based on qualifications and judiciary guidelines. Transfers within the judiciary are welcomed. The incumbent chosen may be eligible for promotion without further competition.

Position Overview:

The Programmer position is a position within the consolidated Administrative Services Department for the District of Montana. The incumbent will perform professional work related to developing new systems as needed, modifying, adapting, and enhancing existing software, and providing end user support and other IT-related duties.   This position includes working with older systems with older code and allows for creating custom applications using modern technologies including: React, Mongo DB, OAuth, and Docker.

Representative Duties:

- Plan, develop, and deploy software applications which enhance organizational efficiency and capabilities.
- Provide end user support for applications supported.
- Modify, adapt, and enhance existing software, including national programs.
- Analyze and develop Linux shell scripts with embedded SQL to extract information from system databases which could be used for special reports.
- Monitor systems and evaluate availabilities of all server resources and respond promptly to resolve any unexpected issues.
- Write applicable programming code based on specific court needs.
- Install, configure, maintain and support national applications and other applications that enhance and/or exchange data with the system.
- Perform routine support and troubleshooting of SharePoint environments.
- Consult with court staff and other customers regarding software design, enhancement, and maintenance.
- Apply best practices of software engineering, including code standards, testing, and release procedures.

- Assist with desktop hardware and software support, installation, and configuration, as needed. Create, maintain, and enhance Java Script, Perl, and Linux scripts, data/form libraries, and applications using a variety of web-based software, Node.js and React.
- Develop, test, document, and validate locally developed software.
- Provide oral and written status reports to management.
- Provide information and assistance to users on applications, such as word processing and data entry. Provide district wide help desk assistance as needed.
- Create user accounts and assist with providing end-user training.
- Install or assist in the installation of upgrades of new or revised off-the-shelf/desktop releases.
- Set up, configure, install and document hardware and software.
- Perform general IT support services and other duties as assigned.
- Moderate to heavy lifting is required. Overnight travel to divisional offices, as well as out of state, is required. Duties may require working during non-business hours.

Qualifications:

The successful candidate must have a professional demeanor, be self-motivated, hold themselves accountable to high professional standards, possess excellent time management and organization skills, and the ability to work both independently and as part of a team.

Applicants must possess these minimum qualifications:
- A high school diploma or equivalent; and
- Two years of general computer-related work experience; and
- One to two years of specialized experience in computer-related work. Specialized experience is progressively responsible computer-related work that demonstrates the knowledge and skills needed to perform the duties of the position.

Preferred Qualification and Experience:
- Bachelor's degree in computer science, information systems, or related field.
- Experience in the development and support of application software.
- Knowledge of or experience with Perl, Java Script framework, PHP, React, ColdFusion, Informix, and SQL/NoSQL databases and familiar with Linux, Windows, and Mac OS.
- Knowledge or experience with Git.
- Knowledge or experience with Docker.
- Knowledge of API design.
- Knowledge of court operations and CM/ECF.
- Working knowledge and development experience with Microsoft products and operating systems.
- Knowledge of Visual Basic, MS Office forms, and macros.
- Experience and advanced knowledge in one or more of the following areas: software development life cycle, web design and development, framework utilization, and web services.
- Working knowledge of database technologies, including but not limited to Microsoft SQL and MySQL.

- Development experience with SharePoint.

- Installation and technical support experience in the following applications, software, and hardware: Microsoft Word, Outlook, audio/visual equipment, and mobile devices.

- Skill in providing outstanding customer service with a can-do attitude and friendly approach to solving user issues.

- Ability to communicate technical information effectively (orally and in writing) to end users in a manner that they can understand.

Conditions of Employment

The selectee must successfully pass a FBI background check. The selectee must be a United States citizen or meet appropriations act citizenship requirements for federal employment.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, must follow the policies outlined in the Guide to Judicial Policy, and are bound by the ethical standards established by the chief judge and the Code of Conduct for Judicial Employees.

Employees of the federal judiciary are considered "at will" employees and are not covered by the Office of Personnel Management's civil service classification system or regulations. Employees are required to use electronic fund transfer for payroll (direct deposit).

Application Procedure

Qualified applicants should submit by email only the following materials in PDF format:
- A letter of application summarizing the applicant's qualifications;
- A current resume detailing relevant experience, dates of employment and functions managed.
- A completed application for judicial branch employment, form AO-78. (Note: the last page of the AO-78 requires a conventional signature);
- A list of at least three professional references.

Applications should be submitted via the Online Application Portal:

https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=p4ezazbn&pos=04D:2023

Please contact the Human Resource Department if you require alternative application submission options at 406-542-7113 or email human_resources@mtd.uscourts.com .

The Court will provide acknowledgement of received applications via an immediate response in the application portal. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews.

Benefits

Employees of the United States District Court serve under an Excepted Appointment and are considered "at will" employees. Judiciary employees are eligible to participate in the federal health, dental, vision, and life insurance benefits, paid annual leave, paid sick time and receive eleven paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or

regulations. Additional information regarding the U.S. Courts, the Judicial Code of Conduct, and federal benefits can be located at www.uscourts.gov.

The United States District Court is an Equal Opportunity Employer.

TOTAL COMPENSATION STATEMENT

* SAMPLE FOR ILLUSTRATION PURPOSES ONLY *

POSITION: **Information Technology Programmer, Full-time**

LOCATION: **Great Falls, MT**

STARTING LEVEL: **CL 27 Step 20**

SALARY: **$66,223 per Annum**

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

EARNINGS **$66,223.00**

Retirement Benefits $18,407.49

Health/Life Insurance $15,060.40

Paid Time Off $9,422.76

TOTAL EMPLOYER CONTRIBUTIONS $42,890.65

Employer contributions represent 39.31 % of total compensation

Total Compensation

- Earnings 61%
- Retirement 17%
- Health/Life Insurance 14%
- Paid Time Off 8%
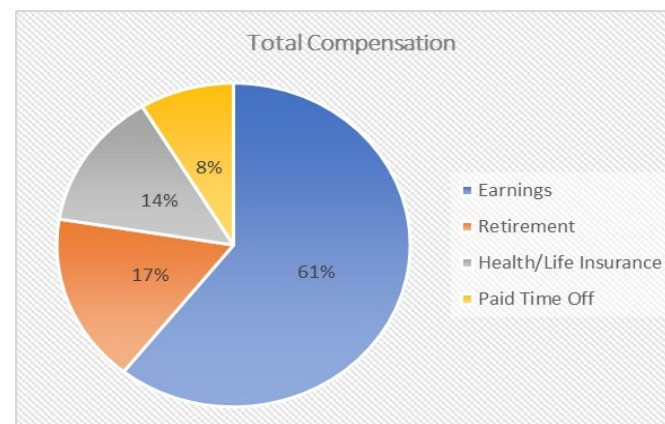
TOTAL COMPENSATION **$109,113.65**

EMPLOYER CONTRIBUTIONS

Retirement Benefits

❖ Retirement - Basic Benefit (FERS) 16.6 – 18.4% of basic pay for FY22, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)

❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees

❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%

❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

❖ Health Insurance – FEHB Approximately 72% of FEHB Premium

❖ Life Insurance – FEGLI BASIC option $.075 per every $1,000 of insurance

Paid Time Off

❖ Sick Leave 4 hours per pay period = 104 hours per year

❖ Annual Leave 4 – 8 hours per pay period based on length of service

0 – 3 years = 104 hours/year
3 – 15 years = 160 hours/year
15+ years = 208 hours/year

❖ Paid Holidays 11 federal holidays

ADDITIONAL BENEFITS

❖ Dental Insurance, *premiums paid on a pre-tax basis*
❖ Vision Insurance, *premiums paid on a pre-tax basis*
❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
❖ Paid Parental Leave, *12 weeks*
❖ Long-term Care Insurance
❖ Employee Recognition Program
❖ Professional Education and Training
❖ Benefit and Retirement counseling and training
❖ Onsite Gym Available in some Courthouses
❖ Employee Assistance Program (EAP)