United States Courts
District of Montana

Vacancy Announcement
08C:2018

Position Title:	Programmer
Duty Station*:	Missoula, Montana
Salary Range:**	CL27-28, $48,951 – $95,388
Announcement Date:	August 27, 2018
Application Deadline:	Open until filled; priority given to applications received by **September 14, 2018**

*Please note that the duty station has changed from a previous posting for this position.
**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 U.S. District & Bankruptcy Court for the District of Montana is seeking applicants for the position of Programmer. The District of Montana is a consolidated court with five divisional offices and courthouses, and has ten judges and 67 employees.

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.
- 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 and Drupal 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, Perl, and UNIX scripts, data/form libraries, and applications using a variety of web-based software.
- 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 PHP, ColdFusion, Informix, and SQL databases and familiar with Linux.
- Knowledge of court operations and CM/ECF.
- Working knowledge and development experience with Microsoft products and operating systems.
- Knowledge of Drupal, 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.

Employment Requirements and Selection Process:

Applicants must be citizens of the United States or be eligible to work in the United States. Employees are required to use Electronic Fund Transfer for payroll deposit. The Court requires that employees adhere to the *Judicial Code of Conduct*.

Candidates selected for interviews will be subject to reference checks of current and former employers, criminal, credit, and driving history checks. The individual chosen for the position will be hired provisionally pending successful completion of a full background investigation and fingerprint check. Unsatisfactory results may result in termination of employment.

Information for Applicants:

To be considered for this position, applicants must submit the following information:
1)   Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
2)   Current resume;
3)   Names and contact information for three (3) professional references;
4)   Form AO-78, Application for Judicial Branch Employment (available at
        http://www.mtd.uscourts.gov/employment .

Applications will not be considered complete until all items listed above have been received; incomplete applications will not be considered. The position will be considered open until filled, however preference will be given to applications received by **September 14, 2018**. Applications should be submitted in one of the following ways (no duplicate submissions, please):

Email (preferred):   sharon_hardwick@mtd.uscourts.gov
                            Please note "Programmer Application - Last Name" in the subject line.
                            Submit documents as a **single PDF attachment ONLY.** No Word, WordPerfect,
                            .jpeg or .tif documents will be accepted. Documents from file housing services (e.g.
                            Google Docs, DropBox, etc) or websites will not be accepted.

Fax: 406-417-6969

U.S. Mail: Sharon Hardwick, Human Resources
                            U.S. District Court
                            901 Front Street, Suite 2100
                            Helena, MT 59626

Applicants will receive an email confirmation within 7 days of receipt of their application. Applicants selected for interviews must travel at their own expense and relocation expenses are not authorized. The Court reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk may elect to select a candidate from the original qualified applicant pool.

Benefits:

The United States Court is part of the Judicial Branch of the U.S. Government. Employees of the U.S. Court are considered "at will" employees, and are not covered by the Office of Personnel Management's civil service classification system or regulations. Judiciary employees participate in the Federal Employees Retirement System (a mandatory 4.4% salary contribution for new federal appointees) and Thrift Savings Plan (similar to a 401k), optional health, dental, vision, and life insurance benefits, long term care insurance, annual and sick leave accrual, and ten paid holidays per year. Additional information regarding the U.S. Courts, the *Judicial Code of Conduct,* and federal benefits can be located at www.uscourts.gov.

<div align="center">The United States District Court is an Equal Opportunity Employer.</div>