



U. S. District Court
Northern District of Ohio
801 West Superior Avenue
Cleveland, Ohio 44113

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- 11 Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Transit subsidy

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

U. S. District Court Northern District of Ohio

Systems Analyst

VACANCY # 23 - 07

LOCATION: Cleveland, Ohio

REPORTS TO: IT Supervisor

STATUS: Full-time permanent

CLASSIFICATION: CL 26- CL 27

POSTED: January 30, 2023

SALARY RANGE: \$52,558-\$93,870

AREA OF CONSIDERATION: All qualified applicants

CLOSING DATE: Open Until Filled

First consideration given to applications received by February 13, 2023

Position Overview:

The Systems Analyst provides support for national and locally developed applications. This position performs work related to deploying, modifying, and adapting existing software applications. The Systems Analyst consults with end users to identify and analyze needs, address issues, and provide necessary training. This position is also responsible for maintenance of the Court's internal and external websites.

Duties and Responsibilities:

- Serve as primary technical support and advisor for systems and applications including but not limited to the Court's Case Management/Electronic Case Files (CM/ECF) system and other national applications.
- Provide technical support and administration of the national systems, including monitoring backups/recovery of databases, implementing disaster recovery plans to ensure data integrity, and installing security patches and new software releases.
- Provide end user support for applications supported. Serve as a liaison between peers and end users. Provide training and problem resolution for systems-related problems. Specify users and user access levels for each segment of database.
- Manage and maintain the Court's external and internal websites including SharePoint sites. Keep current with developing website trends/security and implement new solutions as required.
- Analyze user needs and software requirements. Coordinate software system installation and monitor equipment functioning to ensure specifications are met.
- Backup other IT staff as needed and perform other duties as assigned.

VA 23 07 Systems Analyst

How to Apply:

Applicants must submit ONE PDF document containing the following to

Apply@OHND.uscourts.gov

- Subject of email should read Vacancy 23 07
- Cover Letter
- Resume
- Three professional references with contact information.
- Application for Federal Branch Employment found at:

<https://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies including fingerprint and criminal records check.
- Employment is considered provisional until the background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

QUALIFICATIONS: (Qualifications must be met at the time of application)

- Three or more years of experience in application support.
- Knowledge of or experience with Linux, SQL databases, PHP, HTML, JAVA, and SharePoint.
- Undergraduate degree from an accredited college or university in computer science or related field, or equivalent work experience that would substitute for a bachelor's degree.
- Ability and willingness to learn judiciary specific technology and application both independently and through on-the-job training.
- Ability to analyze, evaluate and determine users' IT needs and communicate them effectively.
- Ability to collaboratively develop solutions and participate in a team environment.
- Ability to train non-technical personnel on technical processes.
- Strong problem solving and research skills; ability to isolate and take corrective action on software problems.
- Ability to travel within the district as required. Position may also require occasional travel outside of the district for training, meetings, or conferences.

Preferred qualifications include:

- Prior IT experience in a court or legal environment.
- Prior experience in designing, developing, and supporting SharePoint sites.
- Knowledge of or experience with:
 - Content management systems (Drupal, SilverStripe)
 - Data visualization tools (Tableau, Business Objects, Power BI)

Required Skills:

- Outstanding customer service skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to manage multiple priorities and projects.
- Ability to apply a body of rules, regulations, directives, or laws.
- Strong attention to detail and organization skills.

Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.