

**UNITED STATES COURT OF APPEALS  
FOR THE FIRST CIRCUIT  
OFFICE OF THE CIRCUIT EXECUTIVE**

**Programmer/Systems Administrator**

**Job Announcement:** #18-01

**Position Type:** Full-time Permanent

**Location:** Circuit Executive's Office  
John J. Moakley U.S. Courthouse, Boston, MA

**Salary:** CL 27 - CL 28 (\$53,056 - \$103,348)  
Depending on qualifications and experience

**Closing Date:** Open Until Filled. (Preference will be given to applications received by December 1, 2017)

**Organization:** The Office of the Circuit Executive is currently seeking qualified applicants for the position of Programmer/Systems Administrator in the Information Technology (IT) Department. The Office of the Circuit Executive provides policy development, administrative, technical and staff support to the U.S. Court of Appeals for the First Circuit and the district courts and bankruptcy courts within the First Circuit, which include Maine, Massachusetts, New Hampshire, Rhode Island and Puerto Rico.

**Duties and Responsibilities:** The Programmer/Systems Administrator provides primary support for database structures vital to court operations within the First Circuit and works with both national systems and those developed or customized for local use. The incumbent is responsible for coordinating with the IT Team in the development and implementation of an automation plan that will support and enhance the operations of the First Circuit. The Programmer/Systems Administrator will also assist in the planning, design, development, acquisition, application, operation, integration and maintenance of all automated systems, equipment and networks operating within the First Circuit. The incumbent will also create, maintain and enhance libraries and applications using a variety of programming languages and web-based software; develop custom informational and statistical reports for multiple departments within the various court units; and install, configure, maintain, and support the Case Management/Electronic Case Filing (CM/ECF) program for the court units. The incumbent will also perform other duties as assigned.

**Qualifications:**

- A minimum of three to five years of progressively responsible experience within the information technology field, including at least two years specialized experience in designing, implementing or maintaining computer systems and database administration that include the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management;
- Advanced working knowledge of the following technologies: Informix Dynamic Server, Microsoft (MS) SQL Enterprise server, MySQL, MS Access, MS Windows

Server (2008 and above), Windows Desktop Operating system software (7 and above), MS Windows Active Directory with server administration (including Group Policy), Linux, MS Share Point, Drupal, SMF, IIS, Apache, MS Office (2010 and above), and Zabbix Monitoring;

- Advanced working knowledge of the following programming languages: HTML, PERL, PHP, Java, Javascript, JSON, CSS, VB, VBScript, XML, and Web Services;
- General knowledge of virtualization hosting software (VMWare or Hyper-V), LAN/WAN, Cisco VoIP phones, SAN storage systems (NetApp or similar), integrated wireless technologies, Symantec Endpoint Protection and Symantec Backup Exec, MS WSUS, MS SCCM, Websense and Wireshark/Network Observer;
- Demonstrated ability to implement, operate and document automation systems;
- Capable of handling multiple projects and priorities within strict deadlines;
- Excellent written and oral communication skills;
- Organizational and customer service skills; and
- Skill in exercising sound mature judgment.

**Preferred  
Qualifications:**

- A bachelor's degree in computer science, management information systems or related discipline is preferred; a master's degree a plus;
- Experience with CM/ECF is strongly desired; and
- Certifications in systems management and database administration also preferred.

**Benefits:** Federal benefits include paid vacation and sick leave, health benefits, life insurance and flexible benefits program, long-term care, retirement benefits and a tax-deferred savings plan.

**Background Check:** The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination.

**How to Apply:** Submit the following documents: (1) cover letter, (2) resume and (3) completed AO-78, Application for Federal Judicial Branch Employment (version dated 10/09) to:

Joanne M. Cull, Human Resources Administrator  
Office of the Circuit Executive  
U.S. Court of Appeals for the First Circuit  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 3700  
Boston, MA 02210

Applications will also be accepted in **pdf format only** via email to [ijobs@ca1.uscourts.gov](mailto:ijobs@ca1.uscourts.gov)

The application form (AO-78) is available at <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf>

**Note:** Applications that do not include all requested information will be deemed incomplete and will not be considered.

**Additional Conditions of Employment:**

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All Office of the Circuit Executive employees are "at will" employees and serve at the pleasure of the Court. The Office of the Circuit Executive will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Circuit Executive may elect to select a candidate from the original qualified applicant pool.

**EQUAL OPPORTUNITY EMPLOYER**