

UNITED STATES BANKRUPTCY COURT FOR THE EASTERN DISTRICT OF VIRGINIA



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INTERNAL POSTING – FEDERAL JUDICIARY EMPLOYEES ONLY

POSITION: CM/ECF Analyst

LOCATION: Richmond, Virginia

SALARY RANGE: \$60,440 - \$98,216 (CL28), depending on qualifications, experience, and education

OPENING DATE: September 24, 2018

CLOSING DATE: Open until filled — To ensure consideration, application should be received by 4:00 p.m. Eastern Time on October 5, 2018

ANNOUNCEMENT NO.: 18-004

POSITION ANNOUNCEMENT

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Virginia, Richmond Division, is accepting applications for a full-time, permanent **CM/ECF Analyst** position. The position is available immediately.

POSITION OVERVIEW:

The CM/ECF Analyst is a fully proficient member of a work team that is responsible for the daily quality assurance of all data entered into the Electronic Case Filing System (ECF) for the Eastern District of Virginia. The CM/ECF Analyst will design, set up, and manage the CMECF System. In addition, the CM/ECF Analyst provides support for the Informix database and applications administration, custom reports development, and Linux shell programming and systems administration. The CM/ECF Analyst also is responsible for basic CM/ECF system administration, which includes, but is not limited to, installation, configuration, maintenance, and support. Other areas of support include system troubleshooting and end-user support, customization of the CM/ECF system through creating, maintaining, and modifying the CM/ECF data dictionary, testing, installation and documenting new releases and operating system software, as required, in addition to CM/ECF system and database security. This position reports to the Director of Automation and Technology. Depending on need and circumstances, eligibility for telework, up to one hundred percent (100%), will be considered.

REPRESENTATIVE DUTIES:

- Analyzes CM/ECF processes and procedures and makes recommendations to improve efficiency.
- Develops and maintains procedural manuals for CM/ECF, makes recommendations for revisions and updates; communicates and oversees the implementation of revisions and updates, serves as

liaison between IT staff and court staff on CM/ECF updates and projects, interacts with other court agencies, counterparts in other courts, the AO, and others in the legal community regarding issues related to the improvement of the CM/ECF system.

- Oversees and coordinates the schedule for updating the CM/ECF system, and coordinates implementation teams and monitors time lines for issues and projects.
- Monitors and updates the CM/ECF event dictionary and analyzes the impact of changes on the court's procedures, proposes and assists in developing CM/ECF training for all users, both internal and external.
- Participates in delivery of training, monitors the court's web sites to ensure consistency with the most current CM/ECF policies and procedures, develops and monitors the knowledge database to assist in the standardization of responses to CM/ECF inquiries, provides day-to-day system backup, monitors day-to-day operations of the equipment and systems, and acts as the technical expert in solving computer system problems for all national Linux-based systems.
- Writes code to specifications utilizing Informix SQL, Linux shell, and CM/ECF dictionary; documents work performed.
- Undertakes CM/ECF new release testing.
- Analyzes user needs and software requirements.
- Installs system software and monitors equipment functionality.
- Analyzes information to determine, recommend, and plan computer specifications and layouts.
- Designs, modifies, adapts, and enhances existing software to correct errors, allows adaptation to new hardware, or to improve software performance.
- Confers with other IT staff members and end users to design software applications, including the exchange of information on project limitations and capabilities, performance requirements, and interfaces.
- Consults with other IT staff members about software design, enhancement, and maintenance; provides end user support for assigned applications; performs backups of Informix and Linux servers.
- Maintains a current knowledge of CM/ECF procedures.
- Configures and maintains the user interfaces in CM/ECF, including the population of validation tables.
- As needed, collaborates with end users to recommend appropriate actions and/or training solutions to correct or remedy issues, as they arise, in addition to recommending work process improvements, operating methods, and data entry system.
- Evaluates CM/ECF needs, and, as required, submits requests for changes or enhancements to the Administrative Office of the United States Courts.
- Develops and maintains the user permission system in CM/ECF through creating applicable groups and administering user permissions.
- Installs or assists in the installation and maintenance of hardware, new and/or revised releases of national Linux-based systems.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

To qualify for CL 28, the incumbent must have two years of specialized experience, including at least one year equivalent to work at the CL-27.

This position requires a solid working knowledge and understanding of federal court policies and procedures, office automation systems, data processing, and data communications. The CM/ECF Analyst's experience should include user applications, terminology, methodology, and demonstrated accomplishment of computer project assignments involving systems analysis, design, programming, implementation, integration, and management. The CM/ECF Analyst must present a professional demeanor, possess strong organizational, analytical, verbal and written communication skills, be detailed oriented, and demonstrate initiative. Solid computer skills, patience, technical expertise and accurate typing are required.

GENERAL EXPERIENCE:

Progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization, (2) the ability to analyze problems and assess the practical implications of alternate solutions, (3) the ability to communicate with others, orally and in writing, and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

SPECIALIZED EXPERIENCE:

For this position, specialized experience is progressively responsible experience in the courts as it relates to case management and the CM/ECF operating application. Experience in the federal judiciary is required.

MINIMUM EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS:

High school graduation or equivalent required and two years of specialized experience.

Education may be substituted for two years of specialized experience, including at least one year equivalent to work at CL-27 as follows:

Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position.

APPLICATION PROCEDURE:

Each applicant should submit a cover letter, salary history, Form AO 78, Federal Judicial Branch Application for Employment, detailed resume and references electronically via email (as a single combined PDF document) by 4:00 p.m., Eastern Time, on October 5, 2018, to:

cmecfanalyst-ric@vaeb.uscourts.gov

To obtain a copy of Form AO-78, Application for Judicial Branch Federal Employment, please go to the court's website, www.vaeb.uscourts.gov and click on the Court Resources button, then select Employment Opportunities. To learn more about the federal courts, go to www.uscourts.gov.

If you have questions about this position, please contact the Human Resources Officer at 804-916-2496.

OTHER INFORMATION:

Applicants must be a U.S. citizen or eligible to work in the United States. The applicant considered for appointment will be subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay. Periodic travel, including overnight travel, will be required to divisional offices, including for an incumbent authorized up to one hundred percent (100%) telework. Only well-suited applicants may be invited for personal interviews. The best-suited applicant will be selected. Only applicants invited for personal interview will be advised of the outcome of the applicant selection process. Receipt of individual applications will not be acknowledged because of the volume of applications received. The conditions of this position announcement are subject to modification without prior notice being given.

BENEFITS:

Employees of the United States Bankruptcy Court are not included in the government's Civil Service classification and are at-will employees. They are, however, entitled to benefits similar to other federal employees. Benefits include:

- 10 Paid Holidays per Year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service
- Paid Sick Leave in the amount of 13 days per year
- Optional participation in the Federal Employees Health Benefits Program
- Optional participation in the Federal Employees Group Life Insurance Program
- Optional participation in the Federal Employees Dental and Vision Insurance Program
- Optional participation in the Commuter Benefit Program
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement Program
- Thrift Savings Plan
- Long Term Disability Plan Options
- Long Term Care Insurance
- Flexible Benefits Program
- Credit Union Participation

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.