UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
VACANCY ANNOUNCEMENT

POSITION: CM/ECF Administrator
DUTY STATION: Baltimore or Greenbelt Maryland
(telework possibilities available after fully trained)

OPENING DATE: June 7, 2022
CLOSING DATE: Open Until Filled with first preference given to applications received by June 21, 2022

SALARY: CL 26 ($54,548 - $88,720) Three years of general experience or college degree plus two years of specialized experience required
CL 27 ($59,955 - $97,441) Three years of general experience or college degree plus three years of specialized experience required
This is a career ladder position, and a grade increase is possible without further competition per the requirements within court's career ladder plan.

The Clerk of the United States District Court for the District of Maryland is seeking qualified applicants for the full-time position of CM/ECF Administrator. This position is part of the Information Technology team. Incumbent is primarily responsible for the case management system dictionary maintenance and for modifying various aspects of the application end user interface via changes to the existing program codes.

Duties include, but are not limited, to the following:

- Research problems encountered by users. Provide guidance for corrective actions and apply data edits via database updates when necessary.
- Compile multiple reports, including annual report data and the NOS report. Compile adhoc reports to meet users' needs.
- Analyze CM/ECF processes and procedures and make recommendations to improve efficiency.
- Make recommendations for revisions and updates to online procedures; communicate and oversee the implementation of revisions and updates.
- Serve as liaison between IT staff and court staff on CM/ECF updates and projects. Interact 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.
- Evaluate new CM/ECF releases and patches to assess impact on existing operational processes and procedures. Oversee and coordinate the schedule for CM/ECF releases and patches. Oversee and coordinate implementation teams and monitor timelines for issues and projects.
- Prepare test scripts for CM/ECF upgrades and review all test results.
- Installs upgrades and patches on CM/ECF servers.
- Monitor and update the CM/ECF event dictionary and analyze the impact of changes on the court's procedures.
- Propose and assist in developing CM/ECF training for all users, both internal and external. Participate in delivery of training.
- Monitors day-to-day operations of the equipment and systems, including backups, and acts as the technical expert in solving computer system problems for CM/ECF and JMS systems.
- Maintains CM/ECF, eVoucher, Rest Assured, ACT, JIFMS, and JMS security. Completes security documentation and account reviews as needed for audits and internal controls.
- Installs and assists in the maintenance of hardware for OTCnet, JMS, and ACT systems
- Maintains internal documentation for CM/ECF, JMS, eVoucher, RestAssured, and OTCnet.
- Responds to phone calls and emails from attorneys and court staff regarding their accounts.

Qualifications and Requirements:

- Bachelor's degree in Computer Science or Management Information Systems, or equivalent education and experience. Prior experience working in a court setting is desirable.
- Demonstrated problem solving skills and experience responding to multiple senior leaders within an organization.

- Experience with database management and systems.
- Ability to communicate effectively, both orally and in writing, to explain technical systems to a variety of end users of varying degrees of technology skills.
- Ability to work under pressure and within tight deadlines. The ability to exercise good judgment and handle confidential matters professionally.
- Knowledge of operational support of networks, operating systems, internet technologies, databases, software development, virtual server and desktop environments, and security applications.

Federal Benefits:

- Telework possibilities available after fully trained.
- 11 paid holidays per year.
- Accrual of paid vacation 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.
- Accrual of paid sick leave in the amount of 13 days per year.
- 12 weeks of paid parental leave for the birth or adoption of a child after one year of employment.
- Enrollment in the Federal Employees Retirement System (FERS) and the Social Security programs.
- Thrift Savings Plan (with employer matching a percentage of employee's contributions).
- Pre-tax benefit programs (Health, Dental and Vision insurance programs and Flexible Spending accounts).
- Optional participation in group life insurance program, Long Term Disability Plan, Long Term Care Insurance, and the Commuter Benefit program.

How to Apply:

Submit resume, a cover letter stating the reasons for your interest in the position, and a completed AO-78 Application for Federal Employment **as a single PDF** document to: jobs@mdd.uscourts.gov Include the job title for which you are applying in the subject header of the email.

****To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on June 21, 2022. Incomplete or incorrectly submitted application packets may not be considered for the position.**

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- In the event a position becomes vacant in either division or in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

Conditions of Employment:

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a highly sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- All employees will be required to be vaccinated against the COVID-19 virus.