

Position Title: CM/ECF Analyst

Vacancy #:	21-13
Court Name:	United States District Court for the District of South Carolina
Location:	Columbia, South Carolina
Salary Range:	CL27, with promotion potential to CL28 without further competition
Grade Range:	\$51,709 (CL 27/1) to \$100,739 (CL 28/61)
Opening Date:	December 14, 2021
Closing Date:	Open until filled, with preference given to applications received by December 31, 2021

Position Description

The CM/ECF Analyst position is responsible for the support and problem-solving issues for users of CM/ECF. In addition, the incumbent plays a vital role in the implementation of new releases and features, provides support including testing and configuring updates, training, and the collection and review of data for statistical reporting.

Representative Duties

- Act as a staff resource for ECF issues and coordinate solutions.
- Create, modify, or delete custom ECF settings in tables, events and accounts. Coordinate testing with Operations.
- Administer ECF data dictionary.
- Collaborate with IT and Operations regarding applicable updates and changes.
- Oversee all end user accounts CM/ECF and CEO (Chambers Electronic Organizer). Assist users with lost passwords.
- Investigate failed NEFs (Notification of Electronic Filing) and forward as needed to Case Manager or primary account holder.
- Monitor conflict checking reports on a daily basis and maintain as needed.
- Monitor CM/ECF national web sites for information regarding reported errors, change requests and status of pending releases. Create modification requests as needed.
- Monitor court web sites regarding CM/ECF to ensure consistency with the most current policies and procedures. Update CM/ECF Frequently Asked Questions (FAQs).
- Apply established methods to audit the accuracy and timeliness of the case-related assignment database. Test implementation of new process and procedures.
- Perform reconciliation, preparation and transmittal of routine statistical reports. Correspond and monitor reports and reporting deadlines for CJRA and Death Penalty reports.
- Serve as liaison between IT staff and court operations on CM/ECF updates and projects.
- Assist other members of IT staff on ad hoc projects.
- Assist with accountable property inventory process as needed.
- Assist with IT equipment deployment and troubleshooting.
- Review/Audit PACER exempt usage.
- Run JIFMS reports from Financial Datamart (EDW).
- Perform other related duties as assigned.

Qualification Standards

A bachelor's degree in Computer Science or a related field is preferred. In addition, candidates must possess at least two years general experience within the information technology environment and at least three years specialized experience, defined as: progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integrations, and information technology project management.

The successful candidate must be skilled in communicating effectively, both orally and in writing, with individuals and groups to provide information, facilitate meetings, influence decision-makers, and provide training; and must be skilled in using current information technology applications and capabilities. Strong presentation, analytical, and problem-solving skills are critical. Strong MS Office skills required.

Required Qualifications/Skills:

- Thorough knowledge of capabilities, limitations, and functional applications of information technology.
- Skill in writing program documentation.
- Skill in reviewing procedures, policies, and manuals.
- Ability to manage multiple tasks, prioritize work, and meet established deadlines and commitments.
- Ability to maintain confidentiality and use sound judgment.
- Ability to display a courteous, professional, and cooperative attitude at all times and to all persons.
- Exhibit the highest standards of excellence, integrity, and customer service.

Preferred Qualifications/Skills:

- Administer LINUX systems – review logs, interact with AO teams to apply OS and application patches, interact with developers to resolve application issues, tune OS
- Administer INFORMIX Database – review logs, demonstrate ability to start, stop, and configure INFORMIX engine, allocate storage to tables and tune indices.
- Knowledge of SQL, demonstrate ability to retrieve data from one or more tables.
- Administer Apache Web Server – understand basic configuration parameters, resolve performance and access issues.
- Demonstrate ability to understand PERL programs and implement minor modifications.
- Knowledge of HTML and CSS and Javascript – demonstrate ability to modify and style web pages.
- Thorough knowledge of capabilities, limitations, and functional applications of information technology.
- Ability to thoroughly analyze operating systems and identify complex issues to troubleshoot a problem or system crash.

Benefits

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- 11 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 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.
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program.

- Optional participation in the Thrift Savings Plan (TSP).
- Optional participation in the Federal Employees Health Benefits (FEHB), Federal Employee Group Life Insurance (FEGLI), Federal Employees Dental and Vision Plans (FEDVIP), and the Judiciary's Flexible Spending Programs.
- Optional participation in the Judiciary's Long Term Care Insurance Program.

The following link is provided for additional information regarding benefits:

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

Conditions of Employment

- Employees must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in Title 8 U.S.C. § 1324b(a)(3)(B).
- Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to applicants to review upon request.
- Employees of the United States District Court are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court.
- Employees in this position will be hired provisionally pending the successful completion of a background investigation with law enforcement agencies. Unsatisfactory results may result in termination of employment.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Application Procedure

Interested applicants must submit four (4) items in **one (1) PDF document**: a cover letter, resume, the Application for Federal Employment (AO-78) – a link to the form is provided here <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>, and a list of three professional references with current contact information. Incomplete applications will not be considered.

Position is open until filled. Priority consideration will be given to applications received by **Friday, December 31, 2021**. Submit your application in one (1) PDF document via email to personnel@scd.uscourts.gov and include "Vacancy – CM/ECF Analyst – #21-13" in the subject line. Hard copies and faxed copies of applications **will not** be accepted.

All applicants will be screened to identify the best qualified and suitable candidate. Please do not contact the court to inquire about the status of your application. Only applicants selected to be tested and/or interviewed will be notified. Unsuccessful applicants will not receive notice.

Expenses for interviews or relocation are not authorized for reimbursement.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which may occur without any prior written or other notice.

The United States District Court is an Equal Opportunity Employer