



## VACANCY ANNOUNCEMENT

### UNITED STATES DISTRICT COURT WESTERN DISTRICT OF NEW YORK

Address: 2 Niagara Square, Buffalo, NY  
100 State Street, Rochester, NY  
Website: [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov)

**Position:** **Programmer Analyst**

*Full-Time, Permanent*

**Vacancy:** **23-10**

**Duty Station:** **Buffalo, New York**

**Salary:** **CL 28 (\$69,008-\$112,184)**

*Commensurate with experience and qualifications*

### Overview

Our Information Technology (IT) professionals support extensive technology programs and help make it possible to deliver justice in a technology-driven environment. These professionals are in touch with the latest technology and software programs. [CLICK HERE](#) to view a brief video about IT professionals working in the Courts.

### Representative Duties

- Write code to specifications. Document work. Develop custom reports. Prepare flowcharts. Perform routine testing.
- Assist with training information technology staff.
- Analyze user needs and software requirements to determine feasibility of design within time and cost constraints. Coordinate software system installation and monitor equipment functioning to ensure specifications are met. Analyze information to determine, recommend, and plan computer specifications and layouts, and peripheral equipment modifications.
- Design, modify, adapt, and enhance existing software to correct errors, allow adaptation to new hardware, or to improve performance of the software. Create and maintain data dictionaries. Develop and perform software system testing and validation procedures and documentation. May review and analyze the work of other technical staff.
- Confer with technical staff and end users to design software applications, including exchanging information on project limitations and capabilities, performance requirements, and interfaces. Consult with end users after software system design, enhancement, and maintenance. Provide user support for applications supported. Serve as a liaison between peers and end users.



### How to Apply

Please submit a cover letter, resume, and [AO78 Application for Judicial Branch Federal Employment](#) as a single PDF attachment by email to: [applications@nywd.uscourts.gov](mailto:applications@nywd.uscourts.gov) subject line "Programmer Analyst, Reference No. 23-10." Save the documents as one PDF, using your firstname\_lastname. When the AO78 is filled out electronically and returned by email, the fillable form must first be resaved and submitted as a non-fillable PDF before submission, otherwise the form will appear blank. **Applicants are not required to complete the AO78, page 5, Optional Background Information until the time of a conditional offer.**

### Important Dates

Position Available: Immediately

Application Deadline: Until Filled

### District Overview

The District's jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo and Rochester. The District is comprised of 8 United States District Judges, 7 United States Magistrate Judges, and approximately 120 employees.

## Qualification Requirements

- High school diploma or equivalent and at least one year of specialized experience.
- Strong customer service skills.
- Excellent written and verbal communication skills.
- Ability to function as a team player in a fast-paced, team- oriented office environment with frequent interruptions.
- Thorough understanding of computer processes and capabilities, including personal computer operating systems and applications.
- Familiarity with computer operations in a networked environment.
- Working knowledge of word processing software and email applications.
- Basic understanding of audiovisual systems with an emphasis on videoconferencing.
- Proficiency with iOS and Windows devices.
- Ability to work independently with minimal onsite supervision, adapt to changing needs, and meet deadlines and commitments.
- Ability to identify emerging trends in technology and to share information with the team.
- Ability to interact in a positive and professional manner with users at all levels of the Court.
- Position includes occasional travel and after-hours support.

## Preferred Qualifications/Court Preferred Skills

- Candidates with experience and a bachelor's degree in CS, MIS, or other relevant field of study
- Office 365 experience
- Working knowledge of databases and how to construct SQL queries
- Knowledge of Drupal, SharePoint administration
- Knowledge of Git, Docker and API design
- Knowledge of Linux, Windows and Mac OS administration
- Knowledge of court operations and CM/ECF and JMS

## Organizational Relationship

This position is assigned to the Clerk's Office, U.S. District Court, Western District of New York, and reports to the Director of Information Technology.

## Benefits

Click [HERE](#) to learn more about the Judiciary's benefits.

## Background Investigation

This is a high-sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

## Applicant Information

Employees must adhere to a Code of Conduct. The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit.

***The United States District Court for the Western District of New York is an Equal Opportunity Employer.***