



U.S. Court of Appeals for the Fourth Circuit Office of the Clerk Position Announcement 18-09

POSITION:	Web Developer
LOCATION:	Fourth Circuit Clerk's Office, Richmond, VA
SALARY/CLASSIFICATION LEVEL:	\$60,440 - \$98,216 (CL 28)
CLOSING DATE:	Apply by October 5, 2018--open until filled

ABOUT THE COURT

The United States Court of Appeals for the Fourth Circuit is one of twelve regional appellate courts within the federal judicial system. The court hears appeals from the nine federal district courts in Maryland, Virginia, West Virginia, North Carolina, and South Carolina and from federal administrative agencies. The court's headquarters are in Richmond, Virginia. For more information about the Fourth Circuit Court of Appeals, please visit: <http://www.ca4.uscourts.gov>.

POSITION OVERVIEW

The Web Developer is a member of the court's IT team and reports to the Network Manager. The incumbent is responsible for overseeing the development and continuing maintenance of the court's internal and external websites and locally developed applications in a manner that is consistent with the court's vision, mission, and end-user needs including:

- Manage all technical support of the court's web sites, including underlying tree structures to multiple internal web sites, web pages, and/or applications. Oversee and coordinate the work performed by other IT staff, or contract personnel, involved with web development.
- Develop, operate, and maintain all court web sites, pages, and applications using established technologies and programming languages. Coordinate all web development efforts, analyzing user needs and software requirements. Determine feasibility of design within time and cost constraints for new or revised web pages or application access.
- Work closely with court unit and chambers staff to identify and define web site content and perform conversions of existing information into web format. Convert end user processes and procedures into a more intuitive form. Use multi-media, graphic software, and other tools to redesign information into a more understandable form for web dissemination.
- Develop web-based and Windows-based applications and databases using Open Database Connectivity and client/server techniques.
- Analyze and assess the existing web structures, requirements, and technological developments to ensure full performance of the web sites.
- Confer with end users, both internal and external, to position the court for current and future web technologies.
- Develop policies and procedures, priorities, goals, and long-range objectives regarding technical support of the court's web program.

- Provide input to budget formulation on the technical components and resource requirements of the web program. Manage work within budget parameters.
 - Work within AO policies and guidelines for Internet and Intranet sites, along with other federal guidelines and requirements.
 - Performs other duties as assigned.
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QUALIFICATION REQUIREMENTS

Minimum Qualifications

- Minimum of three years of specialized, progressively responsible professional web design and administration as well as application development including at least one year equivalent to work at a CL-27.
- Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position. This includes knowledge of web design and administration standards and application development best practices.
- Advanced skills in web site design, application development and iOS mobile application development utilizing VB.Net, ASP.NET, VBA, C#, ADO.net, XML, Web Services, Ajax, Javascript, JQuery, CSS, HTML and iOS languages in conjunction with MS- SQL, Informix, MS Access, MySQL RDBM systems, and Sitefinity or other CMS.
- Skills in the use of Visual Studio and in Visual Basic and Visual C# languages for web site and application development and MS Access and VBA for Windows applications development.
- Ability to demonstrate visual design skills and a thorough understanding of web site performance, scalability, and security.
- Ability to create test specifications, system modifications, system reports, and technical documents.
- Strong customer service skills, flexibility, and problem resolution skills are essential. Excellent written, oral, and interpersonal communication skills are required, with an exceptional ability to communicate technical concepts to non-technical staff.
- Self-starter and self-reliant with their tasks and the ability to take ownership of tasks and deliverables.

Preferred Qualifications

- A Bachelor's in Computer Science or STEM (Science, Technology, Engineering or Math) major or equivalent.
 - Knowledge of data communications security and privacy techniques.
 - The ideal candidate will possess exceptional organization, time management, and logic skills while having the ability to work independently and in a team setting.
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EMPLOYEE BENEFITS

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of employer-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan, with employer matching). The court offers a mass transit subsidy (budget dependent).

CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to the position is provisional pending a suitability determination by the Court, based on the results of a background check. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus at-will employees who serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

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 these actions may occur without any prior notice.

APPLICATION PROCEDURE

To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78-Application for Employment**, located at www.uscourts.gov/forms/AO078.pdf to 4cca-vacancy@ca4.uscourts.gov and reference Vacancy #18-09 in the subject line. The file should be a single PDF document.

Please include the title of the position in the subject line of the email and note the name of the website where this announcement was located in the cover letter. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted.

The United States Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.