

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

www.vaed.uscourts.gov



JOB OPPORTUNITY NUMBER: FY 18-003

POSITION: CM/ECF Administrator

LOCATION: Alexandria, Richmond, Norfolk, or Newport News, VA

Opening Date: December 13, 2017

**Closing Date: Open until filled
Applications received by January
9th will receive first consideration.**

CLASSIFICATION LEVEL/STARTING SALARY: CL 27-CL28 (\$48,170 - \$79,220)

Actual starting salary dependent upon qualifications and location of position.

POSITION OVERVIEW

This position is located in the Clerk's Office of the United States District Court for the Eastern District of Virginia. The incumbent is primarily responsible for the ongoing project management and efficient administration of the Case Management/Electronic Case Files (CM/ECF), including the development of short and long range plans encompassing all aspects of the system. **Some travel required.**

DUTIES AND RESPONSIBILITIES

- Oversees the day-to-day administration, operation, and support of the CM/ECF system and its direct application and associated functions, including CVB and CEO. Makes recommendations to improve efficiency. Day-to-day administration includes monitoring of three email boxes (CM/ECF Training/Quiz, CM/ECF Helpdesk, and CM/ECF Questions).
- Manages ECF access and permissions for new filing users to include processing initial requests and requests for new passwords. Revokes ECF login when attorney is disciplined or account compromised. Maintains ECF Certification files.
- Monitors case transfer email box. Opens all civil district transfer cases. Forwards criminal transfer cases to the appropriate divisional offices.
- Monitors the workflow and effect of all system changes, identifies strengths and weaknesses, routinely evaluates the integrity of the system, recommends and manages any suggested/approved changes.
- Coordinates the testing of new releases of CM/ECF system and related products. Identifies project risks and solutions, seeking appropriate approvals as applicable. Ensures that new releases or system upgrades and changes are implemented efficiently and comprehensively.
- Determines and coordinates development of specific system features to satisfy local court unit needs. This may involve making recommendations for changes to the national system.
- Acts as primary liaison with sections of the Clerk's Office, other court agencies, counterparts in other courts, the AO, and others in the legal community regarding issues related to the CM/ECF system.
- Determines training needs and testing for all aspects of CM/ECF on an ongoing basis, considering all users, both internal and external, and assists in developing needed training.

- Makes presentations and technical briefings for court management and staff.
- Ensures that version or system upgrades and changes are implemented efficiently and comprehensively. Creates and monitors project plans and time lines by which system upgrades and changes will be achieved.
- Determines, coordinates, and monitors development of software to extract information from the existing system database, or conversely, to add information to the database.
- Responsible for developing new CM/ECF policies and procedures and for updating existing policies and procedures and communicating the same to all required individuals, internally and externally.
- Ensures an up-to-date CM/ECF website and develops/coordinates website improvements and revisions. Communicates up-to-date alerts in a timely manner.
- Research docketing procedures district-wide upon the request from the Clerk. Make recommendations to facilitate consistency.

QUALIFICATIONS

To qualify for CL27, the incumbent must have two years of specialized experience, including one year equivalent to work at CL25.

To qualify for CL28, the incumbent must have two years of specialized experience, including one year equivalent to work at CL27.

For this position, specialized experience is progressively responsible experience in the courts as it relates to case management which provided a thorough knowledge of the functions and processes of a court. Experience in the federal judiciary is preferred.

The successful candidate must have good leadership qualities which include the ability to collaborate and work effectively with all levels of court staff and other agencies; the ability to communicate information clearly, accurately, and in a timely manner; the ability to organize time and work effectively; and the ability to exercise good judgement. Good attention to detail and strong analytical skills are a must. Ability to identify and evaluate needs, conduct research from all available sources, and develop proposed solutions is required. Broad knowledge in the use of applications and equipment is essential.

The ideal candidate is experienced in managing projects, using project management principles, analyzing processes, gathering requirements, formulating detailed project plans and overseeing projects to efficient completion.

EDUCATION

High school graduation or equivalent required. Education may be substituted for two years of specialized experience at CL25 as follows:

Completion of the requirements for a bachelor's degree from an accredited college or university **and** one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- "3.5" average or better in the major field of study, such as business or public administration, criminal justice, education, industrial relations, or psychology; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, business or public administration, criminal justice, industrial relations, or other field closely related to the subject matter of the position.

BENEFITS

A generous benefits package is available and includes:

- A minimum of 10 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

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 will be hired provisionally pending the results of a background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

Interested applicants must submit a cover letter, resume, the Application for Federal Employment (document can be found under "Related Links" on the Career Opportunities page of our website), and a list of references.

To ensure consideration, applications must be received by **January 9, 2018**. Submit electronically to jobannouncement@vaed.uscourts.gov Hard copy and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

The United States District Court is an Equal Opportunity Employer.