UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF OKLAHOMA
** VACANCY ANNOUNCEMENT FY 18-02 **

POSITION:	Applications Administrator
EMPLOYMENT TYPE:	Full-Time, Permanent
LOCATION:	Tulsa, OK
GRADE/SALARY:	CL 25 – CL 26 (based on experience and qualifications) $39,796.00 - $71,247.00 Annually
OPENING DATE:	December 8, 2017
CLOSING DATE:	Open until filled; applications received by January 5, 2018 will be given priority consideration.
STARTING DATE:	To Be Determined

Job Summary/Representative Duties: The Northern District of Oklahoma is seeking qualified applicants for the position of Applications Administrator.   The incumbent works as part of a Shared Services IT department and addresses the technology needs for the U.S. District Court and the U.S. Probation Office.   The incumbent reports to the IT Systems Manager.

This position will be responsible for coordination, implementation, designing, coding, testing and application support of applications and technologies to enhance information sharing and workplace efficiency within the agencies. Representative duties include:

- Installation, configuration, maintenance, and application support of commercial or court-developed software applications
- Participate as a team member on application implementation or development projects
- Develop web applications for in-house use
- Other duties as assigned

Minimum Qualifications and Experience:

- A high school diploma or equivalent
- At least one year specialized experience in web development
- Proficiency using web languages/technologies such as HTML, CSS, PHP, JavaScript, jQuery, JSON, XML, web services, and SQL
- Proficiency in Microsoft Office and Adobe Acrobat
- Familiarity with a wide range of IT hardware, including mobile devices
- Awareness of IT security issues and the ability to follow the IT security policies of the court
- Excellent communication skills and the ability to work in a team environment

Preferred Qualifications and Experience:
- Bachelor's degree in Computer Science, Computer Information Systems, or related discipline
- 2+ years of progressively responsible technical experience in application development and web technologies
- Experience with Linux, Apache, Alfresco, ColdFusion, Perl, or Drupal
- Experience with Microsoft Active Directory and Microsoft Group Policy
- Experience with Microsoft SharePoint and Microsoft Exchange
- Knowledge of federal courts and judicial processes

Conditions of Employment: Applicants must be U.S. citizens or eligible to work in the United States. An FBI fingerprint check/background investigation will be conducted. The applicant selected will be hired provisionally pending successful completion of the investigation. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment (bi-weekly).   Judiciary employees serve under excepted appointments and are considered "at will".   Employees are required to adhere to the Code of Conduct for Judicial Employees which can be found at www.uscourts.gov. If hired at CL 25, there is promotion potential to CL 26 without further competition.

Benefits: A generous benefits package is available which includes a minimum of 10 paid holidays; paid annual and sick leave; health, life and long-term care insurance benefits; flexible benefits, a retirement plan, and a Thrift Savings Plan.   Information about judiciary benefits can be found at www.uscourts.gov. Paid parking is also provided.

Application Information: Applicants must submit a resume and cover letter which addresses, qualifications, skills, and experience necessary to perform the job duties. The documents may be sent to Charlotte Griggs, Human Resources, by email to Charlotte_Griggs@oknd.uscourts.gov or by mail to U.S. District Court, Northern District of Oklahoma, 333 West Fourth Street, Suite 411, Tulsa, OK 74103 or by fax to 918-699-4756. Only applicants selected for an interview will be contacted. For questions regarding this announcement, please call 918-699-4841.

The United States District Court is an Equal Opportunity Employer.