

UNITED STATES DISTRICT COURT - EASTERN DISTRICT  
OF VIRGINIA



JOB OPPORTUNITY NUMBER: FY 05-002

POSITION: Systems Manager

LOCATION: Norfolk, VA

Opening Date: October 4, 2004

Closing Date: November 5, 2004

CLASSIFICATION LEVEL/SALARY RANGE: CL 30 - CL 31 (\$65,936 - \$126,074)

---

**POSITION OVERVIEW**

The position is located in the Clerk's Office, United States District Court for the Eastern District of Virginia. The Systems Manager serves as the senior manager of the Systems Department for the District Court and reports to the Chief Deputy. The Systems Manager is responsible for the automated systems and telecommunication operations in four separate court locations (Norfolk, Newport News, Richmond, Alexandria) and manages introduction, application, coordination, and integration of such systems and operation in all the judicial chambers and offices serviced. The Systems Manager is also responsible for supervising a professional automation staff of seven employees, coordinating training of personnel in the use of automated systems, and coordinating and integrating all office automation equipment and courtroom technology within the court. **Regular travel to all divisional offices is required.**

---

**DUTIES AND RESPONSIBILITIES**

Develops short- and long-range automation and telecommunication improvement plans for the court and ensures that changes can be implemented with minimal disruption at the court site.

Manages execution of improvement plans in the court unit for major automated systems. Adapts software and documentation, performs testing, establishes operating procedures, and devises security systems for hardware, software, and data. Establishes training in system use and capabilities.

Performs same duties for office automation projects using personal computers and other data communications equipment.

Advises management in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems.

Develops budget justification for system equipment, upgrades, and normal operations, and manages automation budget.

Serves as a member of the senior management team. Supervises a subordinate staff of automation specialists through assigning and approving work and managing the group. Assists with the selection of qualified candidates for vacant positions. Identifies and coordinates training for automation staff.

Develops and acquires specific system features to satisfy local court unit needs. This may involve making adaptations to a national system, or it may mean participating in the planning for, and the acquisition of a specific system for the court unit through procurement or local development. Maintains library of software, including documentation of locally developed material.

Coordinates and participates in projects at the local, circuit, and national court levels.

Manages and develops special management reports for different elements of the court unit.

Oversees automation maintenance program for the court unit.

---

## **QUALIFICATIONS**

A qualified applicant must possess a thorough knowledge of theories, principles, practices, and techniques of computer hardware and software, office automation, database design, and data communications, including the latest developments in computer hardware and software and data communications networks. Technical knowledge and expertise in the following areas are desired: UNIX (Solaris) system management, Novell NetWare, WordPerfect 11, Informix, NT Servers and Windows NT, Windows 98 and 2000, Unify, web page design, imaging technology, wide-area networks, digital recording, CM-ECF, and Lotus Notes. The applicant must have experience in analyzing, evaluating and determining automation needs, and planning to implement systems to meet those needs. Must have knowledge of the functions and processes of the federal court. Must be skilled in assisting or training non-automation personnel in automation techniques and processes. Three years management experience and demonstrated ability to manage automated systems is desirable. The applicant must have excellent communication and interpersonal skills.

Successful applicants must have federal judiciary experience and work experience equivalent to CL-29 or CL-30.

---

## **EDUCATION**

High school graduation or equivalent required. Education above high school level may be substituted for general experience. College degree preferred.

---

## **BENEFITS**

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- 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. Final candidates will undergo a background check.

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

---

## **APPLICATION INFORMATION**

Interested applicants must submit a cover letter, detailed resume, references, and narrative statement addressing the following:

1. Broad technical knowledge and flexibility
2. Skill in managing multiple priorities, projects, and staff
3. Knowledge of court operations
4. Ability to take independent responsibility
5. Management philosophy

To ensure consideration, application packages must be received by November 5, 2004.

Mail to: **Debbie Cramer**  
**Human Resources Manager (05-002)**  
**United States District Court**  
**401 Courthouse Square**  
**Alexandria, VA 22314-5798**

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.**