DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT

Announcement Number: 05-12-036	Opening Date: 05-08-12	Closing Date: **Open Until Filled**	Open To All Applicants
POSITION: Information Technology Specialist (Applications Administrator) JS-2210-13	TYPE OF APPOINTMENT: Career Service		Salary: $89,033 - $115,074 DC Courts non-judicial employees receive federal retirement and benefits.
Division: Information Technology	LOCATION: 410 E Street, NW		TOUR OF DUTY: Full-time

BRIEF DESCRIPTION OF DUTIES: The incumbent is responsible for administration of enterprise-class business applications that DC Courts requires to run its day-to-day operations. The incumbent will administer third party COTS and in house custom built applications to include installation, configuration, upgrades, maintenance, enhancements, tuning for optimal performance, security procedures, issue troubleshooting, and occasional coding. This includes a high number of various case management related business systems, support applications, and court-wide resource products. The incumbent will acquire advanced knowledge in the various applications that IT supports and will serve as a technical resource and SME (Subject Matter Expert) responsible for working with vendors on the functionality of the applications. The incumbent will also participate in new software evaluations and be part of a team that implements new tools and applications.

MINIMUM QUALIFICATIONS: A bachelor's degree in Information Technology or related field plus at least five (5) years of experience administering enterprise-class business systems and web-enabled applications in Microsoft Windows environment; as well as advanced knowledge of concepts in enterprise-class software development. Prior hands-on assignments with one or more enterprise applications in the areas of case processing, document workflow, finance and procurement, human resources, and reporting is required. Candidates with advanced background in administering Oracle databases, applications servers, and other products are preferred. **Documentation of education (copy of diploma, certificates, or college transcript or degree) must be submitted with your application or your application will not be considered**. Equivalent levels of education or experience may be substituted. Please submit a copy of your most recent performance evaluation with your application (if available).

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe separately, experience, training or education that indicates your level of qualification for each factor. **Failure to respond to the ranking factors individually will disqualify you from further consideration.**

1. Knowledge of and experience in installing, configuring, developing, testing and maintaining Development/Test/Production web-based and client-server COTS environments and custom applications.
2. Knowledge of and experience analyzing system monitoring and performance monitoring data to enable performance tuning and preventative maintenance.
3. Knowledge of and experience utilizing programming technologies and writing SQL scripts.
4. Background developing using common procedural and declarative programming languages, and utilizing modern software frameworks.
5. Knowledge of software analysis, design, and development principles and methods.
6. Knowledge of and experience with current Oracle and SQL Server Database technologies, Microsoft Windows server architecture, web and application servers, application and internet security principles and protocols.
7. Excellent oral skills in order to interact with vendors and staff to help define strategy, content, and features for applications.

SELECTION PROCESS: After review of applications and ranking factor responses, a panel interview may be required of the highest qualified candidates.

Submit D.C. Courts Application and Supplemental Ranking Factor Responses:
Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.; FAX to (202)879-4212; email to jobs@dcsc.gov For a court application, call (202) 879-0496 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.