

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement 14-06

Title: CM/ECF Analyst

Location: Dallas, Texas

Closing Date: Open Until Filled

Salary: \$49,009 – \$79,707 (CL 27)*

*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

PRIMARY RESPONSIBILITIES

The primary responsibilities of this position are to analyze, coordinate, and perform technical and professional work related to quality control, operational processes, procedures, and Case Management/Electronic Case Filing (CM/ECF) system activities. The incumbent serves as supervisor to the CM/ECF department. This position is located in the United States Bankruptcy Court Clerk's Office and reports to the Chief Deputy.

Representative Duties

- In conjunction with the Information Technology (IT) Manager, the incumbent is responsible for overseeing the implementation of CM/ECF releases, including testing and updating operational documentation.
- Monitors CM/ECF national websites, server logs, etc. for information regarding reported errors, change requests, status of pending releases, and bug fixes.
- Creates, modifies, or deactivates events and relief codes in the CM/ECF dictionary.
- Develops and performs testing and validation of required dictionary changes. Coordinates testing with IT staff and other staff as needed.
- Coordinates Help Desk efforts to ensure accurate, consistent and timely responses.
- Gathers data and writes reports, preparing charts, graphs, and tables.

- Assists in designing special reports for management and other staff as required.

MINIMUM REQUIREMENTS:

The selected candidate should have a minimum of three (3) years experience with the CM/ECF database, including dictionaries, and the interrelationship between user actions. Knowledge of CM/ECF events, procedures, practices, regulations, and terminology. Familiarity with the policies and procedures of the court, including judicial operations, CM/ECF, and the individual preferences of the judges. Proficiency in working with databases, Perl scripts and HTML forms.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college, along with operations experience in a public sector environment, and knowledge of the judiciary's policies and procedures is highly desirable. Supervisory experience is preferred.

BENEFITS:

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with a percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

APPLICATION PROCESS:

Submit a **cover letter** with **current resume** and **salary history** to:

*Human Resources #14-06
U.S. District Court
1100 Commerce Street, Rm. 1452
Dallas, Texas 75242*

or submit by e-mail (in Word only) to: humanresources@txnd.uscourts.gov

The selected candidate will be subject to a criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting as a condition of employment. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who is seeking citizenship. Retention depends upon a favorable suitability determination.

The United States Bankruptcy Court is an Equal Opportunity Employer.