

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA**

INDIANAPOLIS DIVISION

VACANCY ANNOUNCEMENT

SHAREPOINT ANALYST/DEVELOPER

CL 28/Step 1 \$55,832- CL 28/Step 61 \$90,786

depending on qualifications and experience

Application Deadline: 5:00 pm, Friday, December 12, 2014, or until filled

The United States District Court for the Southern District of Indiana is accepting applications for a full time SharePoint Analyst/Developer. This position is responsible for the development and integration of technology resources to enhance communication, information sharing and workplace efficiency within the District Court Clerk's office, judges' chambers, and the U.S. Probation Office via the SharePoint platform. In conjunction with Information Technology staff, this position is responsible for the court's intranet site, including management, business analysis, application development, governance, security, and maintenance.

As a member of the Clerk's office, the SharePoint Analyst/Developer will work closely with judicial chambers and operational teams in Indianapolis, Terre Haute, Evansville and New Albany, and serve as a liaison with IT and administrative staff.

REPRESENTATIVE DUTIES:

- Build strong relationships with teams and chambers to understand court culture, organizational requirements, and operational needs.
- Work with teams, IT, and administrative staff to identify opportunities for workflow and process improvements through SharePoint, to include importing data from other database applications.
- Design and develop custom SharePoint solutions to meet identified needs by developing web pages, creating collaborative workspaces, reports and supporting database schemas.
- Integrate SharePoint with other court applications, such as CM/ECF (Informix database) and Microsoft Office.
- Serve as the lead developer and project manager on application development projects in SharePoint and MS-Office applications, such as MS-Word macros.
- Create and present various application and end-user documentation and training.
- Train others on the basics of SharePoint programming to enable self-management of sites and tools.
- Work with IT and the CM/ECF (Electronic Case Management) Team to implement version upgrades and new features of SharePoint and CM/ECF as needed.

QUALIFICATIONS:

- Ability to develop and implement innovative solutions in a collaborative manner.
- Excellent communication and facilitation skills: written, verbal and presentation.
- Collaborative and consensus-building work style, with the ability to adjust to a variety of audiences.
- Ability to present technical solutions in a clear, understandable manner; and conversely, ability to translate operational needs into technical requirements.
- Ability to work under pressure and meet deadlines.
- Strong conceptual thinking skills, with a sharp eye for design and practical application and the ability to present information in a non-linear way.
- Demonstrated ability to develop and deliver technical solutions that meet organizational requirements.
- Ability to manage multiple requirements and deadlines.
- Experience managing projects.
- Understanding of workflow and process improvement.
- *Prefer* knowledge of federal courts and judicial processes.

TECHNICAL QUALIFICATIONS:

- Extensive knowledge of the MS-SharePoint 2013 platform, including but not limited to: information architecture, site collection management, site, page and list management, document management, server and application configuration, SQL server, and SharePoint Designer customization.
- Skill in standard web development technologies, including HTML, CSS, XML, JavaScript/jQuery, MS.net and UI/UX design.
- Ability to analyze a group's work processes and generate application requirements for process improvements.
- Skill in developing and presenting technical training and documentation to non-technical users.
- Understanding of content management systems, web design and publishing.
- Experience with customizing Microsoft Office productivity applications, using MS.net, C#, VBA or ASP technologies.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. All judicial employees are required to adhere to the Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States.