United States Court of Appeals
For the Eighth Circuit
Thomas F. Eagleton U.S. Courthouse
111 South 10th Street, Room 24.329

Michael E. Gans
Clerk of Court

St. Louis, Missouri 63102

VOICE (314) 244-2400
www.ca8.uscourts.gov

VACANCY ANNOUNCEMENT

Position: Automation and Technology Manager
Salary Range: CL 29: ($76,890 - $124,963) through CL 30 ($90,861 - $147,669) – Based on qualifications

Position is open to current US Courts employees only and is open until filled.

Position Overview: The Automation and Technology Manager will serve as the supervisor of the Eighth Circuit Clerk's office Automation Unit and will provide and manage staff support for all automation and technology issues.

Representative Duties and Responsibilities:
- Lead, facilitate, and participate in developing short- and long-term improvement plans.
- Identify opportunities and risks; recommend, develop, and implement technology solutions.
- Manage and provide direction and mentorship to the Clerk's office Automation unit staff.
- Develop and maintain appropriate documentation of systems, policies, and enhancements.
- Develop system features to satisfy local court needs, including adaptations to national systems.
- Maintain all Linus servers, ensuring all servers and services are accessible and running as expected.
- Ensure all Linus servers are routinely backed up and have appropriate security patches installed.
- Maintain the court's CM/ECF database.
- Maintain excellent working relationships with local IT staff.
- Interact with IT professionals at the AO and counterparts in other circuits to exchange information on new system developments and refinements.

Educational Requirements and Court Preferred Skills:
- Six or more years of progressively responsible technical experience that indicates the possession of the particular knowledge and skills needed to perform the duties of the position.
- High school diploma or equivalent is required, with bachelor's degree preferred.
- Thorough knowledge of LANS, WANS, Linux, Informix, Drupal, Derby, Perl, SQL, and HTML.
- Skill in project management. Experience with the software development life cycle.
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Ability to apply critical thinking and leadership skills to respond effectively in essential situations.
- Knowledge of, or the ability to acquire knowledge of, and adherence to:
  - the policies and procedures of the court unit.
  - the functions, processes, and work methods of the court unit.
  - the *Code of Conduct for Judicial Employees* and court confidentiality requirements.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- Ability to produce accurate, thorough, and high-quality written work documents, translating technical terms into non-technical language.

How to Apply: Submit a completed application for judicial branch employment, form AO-78 (http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf), a detailed resume, and cover letter to Cindy Rolf, Human Resources Specialist at Cynthia_rolf@ca8.uscourts.gov.