

Career Opportunity Operations Information Management Specialist

Classification Level: 27

Starting Salary Range: \$51,555 - \$64,453

Classification Level Salary Range: \$51,555 - \$83,800

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED STAFF OF
THE U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN.**

POSITION SUMMARY

This position is located in the Court Operations section of the District Court and reports directly to the Operations Manager. The employee assists in developing interactive forms, documents, document templates and workflows in an integrated environment related to multiple functions and positions in Court Operations, chambers, other courts units and federal agencies. The employee works with management staff and reviews work processes, maps workflows, and makes recommendations for process improvements, prepares materials for a variety of online/electronic communications, coordinates and manages special projects. Prepares instructional materials and conducts training sessions where applicable.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Assist in the development of interactive forms, documents, document templates and workflows;
- Analyzing and recommending application design enhancements;
- Assist with creating and maintaining a variety of electronic forms that are used by court staff;
- Analyzing operating practices such as forms control or use of office applications and recommending the creation of new systems or revision of established systems or procedures;
- Coordinating projects with the Operations Management Specialist and IT staff concerning scope of work, application design, functionality and compliance with deadlines;
- Assist in developing and executing comprehensive testing plans related to applications provided by the AO as well as locally developed software programs;
- Updating and maintaining the Operations forms library;
- Consulting with supervisors, managers and subject matter experts and developing instructional or other materials;
- Preparing material for a variety of online/electronic communication vehicles including internal and external web content, e-mails and e-newsletters;
- Developing and managing Operations online training content for internal or external system users;
- Providing ongoing support for revisions, updates and maintenance of Operations online content.
- Perform other duties as assigned.

QUALIFICATIONS

Qualifications must be met at the time of application.

To qualify for the position of Operations Information Management Specialist, a candidate must possess a thorough knowledge and understanding of how to analyze processes, policies and procedures. The candidate must have knowledge of computer systems, thorough knowledge of software applications, applicable programming languages, databases and application design and possess skill in determining causes of application errors and in generating or adapting programs to serve user needs.

*Announcement
Number: 16-11*

Posted: July 28, 2016

Closes: August 3, 2016

*Location: Detroit,
Michigan*



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848

E-mail application materials to
"apply@mied.uscourts.gov"
Subject: 16-11 Ops
Information Management
Specialist

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QUALIFICATIONS (CONT'D)

Required: High school graduation or equivalent. Two years of specialized experience within the last seven years of employment, including at least 1 year equivalent to work at the CL-25 Level.

Specialized experience is progressively responsible experience analyzing practices, processes, policies and procedures, summarizing findings and experience designing, adapting computer applications, including the completion of computer project assignments involving systems analysis and computer programming.

Preferred: A college (or advanced) degree in an Information Technology, Information Management or related field. More than 3 years of specialized experience. Thorough knowledge of Court applications, including Court's docketing system, and programming languages (Java, VBA), Adobe, Microsoft Office Suite and E-Mail applications.

PROCEDURES FOR APPLYING

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address on the left of page 1 by the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

Travel reimbursement in connection with the selection process and/or relocation is not authorized.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.