

**SYSTEMS ANALYST/PROGRAMMER
MEMPHIS, TENNESSEE
INFORMATION TECHNOLOGY DEPT.**

Salary Range - CL 27 (\$45,928 - \$74,628)

depending on experience

OPEN UNTIL FILLED

POSITION NO. SAP 13-01

Promotional Potential Without Further Competition

The incumbent provides court unit support for national and local database(s). The incumbent performs work relating to designing, modifying and adapting existing and acquired software. The incumbent is primarily responsible for writing code and under the direction of the Systems Manager may meet with end users to analyze their needs to implement software solutions.

Primary duties consist of ensuring the accuracy and integrity of United States court unit local and national database (PACTS) and extractions. The incumbent provides quality assurance of all electronic entries by applying a high-level of problem solving and data verification techniques, and provides guidance and training to staff. He/she will maintain expertise in court unit database administration and respond to the more complex questions relating to court unit database services, policies, and procedures. The incumbent is responsible for reviewing and evaluating court database entries and distribution of documents to ensure accuracy. The incumbent develops custom reports, creates and maintains operating manuals, oversees and reviews the work of those making data entries and develops performance improvement solutions for job specific functions.

A Bachelor's degree is required with one to three years of specialized experience as acquired through supporting database programming. Education may be substituted for some experience. Applicant must pass a background investigation. Position is located in our Memphis, Tennessee location, with trips to our Jackson, Tennessee location when necessary.

Applicants **MUST** submit a letter of interest, resume, and completed AO 78 to: tnwpjobs@tnwd.uscourts.gov (only the AO 78 federal application is acceptable). **NO HARD COPIES OR FAXES WILL BE ACCEPTED.** Full posting and employment application available at: <http://www.tnwd.uscourts.gov>. **No phone calls please. OPEN UNTIL FILLED.**

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ELECTRONIC FUND TRANSFER (EFT) FOR SALARY IS MANDATORY.**