



U.S. District Court, District of Arizona

Career Opportunity # 25-45

Applications Administrator

Position Type:	Full Time, Regular
Salary Range:	\$74,158 - \$120,518 (Depending on qualifications and experience)
Job Grade:	CL 28
Open Date:	05/23/2025
Closing Date:	Open until filled , with preference given to applications received by June 13, 2025
Location:	Phoenix, Arizona

POSITION OVERVIEW

The United States District Court, District of Arizona is seeking an Application Administrator in the Phoenix location. This position is part of a consolidated information technology support division and reports to the Systems Technology Division Manager. The Application Administrator supports mission critical applications for the Clerk's Office, including chambers staff, and the U.S. Probation and Pretrial Services Office located throughout the District of Arizona. Support activities encompass locally developed custom software, national applications (CM/ECF, JMS, PACTS, etc.), applications developed by other federal courts, and commercially available software solutions. Regular administrative responsibilities include database and application maintenance, security vulnerability mitigation, customer issue resolution, development and implementation of custom web-based applications, and custom report development.

REPRESENTATIVE DUTIES

The Systems Technology Division provides technical customer support to all court units (Clerk's Office, including judges and chambers staff, and the U.S. Probation and Pretrial Services Office) in the District of Arizona. Our customer base is approximately 600 employees that are spread across four locations. We oversee multiple data centers, telecommunications and networking infrastructure, and a large fleet of customer devices (iPads, iPhones, Windows laptop computers). We also oversee and support an application catalog of locally developed applications, off the shelf software, and nationally supported systems.

The Application Administrator is responsible for the operation, maintenance and enhancement of the software applications that support the mission of the District of Arizona. The applications consist of locally developed custom software, national applications (CM/ECF, JMS, PACTS), applications developed by other federal courts, and commercially available software solutions.

Key areas of knowledge and skill include, but are not limited to, the following areas:

Microsoft Products

SharePoint
Power Platform
Office 365
Microsoft IIS

Databases

Microsoft SQL
IBM Informix
MySQL

Programming languages

C#
JavaScript (React, Angular, Telerik)
Drupal
Python
.Net

Reporting tools

Crystal Report
Business objects
Reportal
Crystal Reports

Regular administrative responsibilities include, routine database and application maintenance, security vulnerability mitigation, customer issue resolution, development and implementation of custom web-based applications, development and maintenance of interfaces between locally developed and national supported judiciary applications, and custom report development. The application administrator may also perform Windows Server and Linux operating system administrative duties. The successful candidate must have a keen eye for detail and a strong customer service orientation.

MINIMUM QUALIFICATIONS

To qualify at the CL 28 level, the applicant must have two years specialized experience, including one year equivalent to work at the CL 27.

Specialized experience is progressive experience that has provided the applicant with the key areas of knowledge and skills needed to perform this position's duties successfully.

For this position, the applicant must have a minimum of two years specialized work experience that demonstrates their ability to work with applications in all phases of the ITIL Application life cycle.

Education at the master's degree level or two years of graduate study may be substituted for required specialized experience if obtained in a field directly related to the subject matter of this position.

PREFERRED QUALIFICATIONS

Preference will be given to those candidates who possess progressive technical experience developing and supporting web-based applications in the following environments/languages. Microsoft Visual Studio/ASP.Net, C#, SharePoint, SQL, JavaScript (React, Angular, Telerik), HTML, and Drupal. Experience with server operating systems and database products including Red Hat Enterprise Linux, Windows server (2012 and above), Microsoft SQL Server, MySQL, and Informix Dynamic Server is preferred. Server Studio and Microsoft IIS experience is desirable, as is experience with off-the-shelf reporting tools including Crystal Reports, Business Objects, and RePortal. A working knowledge of the Microsoft ecosystem, including power platform, and related robotic process automation (RPA) tools is highly desired.

Preference will be given to those candidates whose experience provides evidence of strong customer service skills; the ability to work collaboratively with clients, team members, and managers; the ability to handle multiple priorities in a fast-paced environment; and the ability to follow an assigned project through to completion. A bachelor's degree from an accredited university or college is also preferred.

HOW TO APPLY

Please visit our website at <https://www.governmentjobs.com/careers/azduscourts>. *Applications are only accepted on our website.*

Applicants must submit the following with their online application:

- Cover letter that supports your work experience as it relates to the position.
- Resume that includes complete work and salary history, and education.
- Your two most recent performance evaluations (strongly preferred).
 - Letters of recommendation may be substituted if no evaluation is available. One letter of recommendation must be from a current or recent supervisor.

Attachments should be submitted only as Microsoft Word or Adobe Acrobat (PDF) documents. Other formats are **not** acceptable.

Applications will be considered complete when the online application and all required attachments (in proper format) are received by the Human Resources Division. Applications and/or attachments received after the closing date may not be considered.

SUMMARY OF BENEFITS

Federal benefits include, but not limited to:

- Up to 13 days paid annual leave per year for the first 3 years of employment; 20 to 26 days per year thereafter (dependent upon the length of federal service).
- 11 paid holidays per year.
- 13 days of paid sick leave per year.
- Up to 12 weeks paid maternity/paternity leave, if qualified.
- Excellent retirement package (enhanced Federal law enforcement retirement benefits).
 - Mandatory participation in the Federal Retirement System (FERS) and Social Security programs.
 - Optional Thrift Savings Plan (TSP), a 401(k)-styled program with a matching component of up to 5%, with diversification control.
- Full extension of health benefits.
 - Optional participation in the federal health insurance program of your choice (no waiting period).
 - Optional vision and dental insurance programs of your choice (no waiting period).
 - Optional participation in a flexible spending program for health and/or dependent care.
 - Optional participation in group life insurance.
 - Transit Subsidy.
- On-site fitness center.
- Flexible schedule options.

For additional information, please visit www.uscourts.gov/careers/benefits.

APPLICANT INFORMATION

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees (except for probation officers who may be removed for cause). Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The U.S. District Court is a drug-free workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

All promotions are subject to the approval of the Administrative Office of the U.S. Courts.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. District Court, District of Arizona is an Equal Opportunity Employer



TOTAL COMPENSATION STATEMENT

*** SAMPLE FOR ILLUSTRATION PURPOSES ONLY ***

POSITION: Applications Administrator, Full-time
LOCATION: Phoenix, AZ
CLASSIFICATION LEVEL: CL 28
SALARY: \$92,702 per Annum

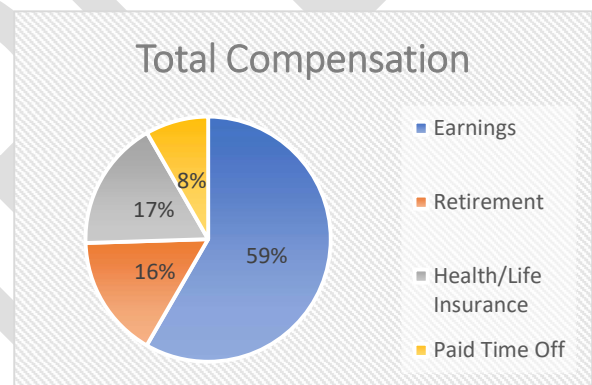
The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

EARNINGS \$92,702

Retirement Benefits	\$25,679
Health/Life Insurance	\$16,985
Paid Time Off	\$13,192

TOTAL EMPLOYER CONTRIBUTIONS \$55,856

Employer contributions represent 40.16 % of total compensation.



TOTAL COMPENSATION \$148,558

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- | | |
|--|---|
| ❖ Retirement - Basic Benefit (FERS) | 16.6 – 18.4% of basic pay for FY25, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE) |
| ❖ Thrift Savings Plan - Automatic Contribution | 1% of Basic Pay for FERS employees |
| ❖ Thrift Savings Plan - Employee Matching | Up to an additional 4% of Basic Pay
<i>Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%</i> |
| ❖ Social Security | 6.2% of earnings up to SS Wage Base |

Health /Life Insurance

- | | |
|---------------------------------------|---------------------------------------|
| ❖ Health Insurance – FEHB | Approximately 72% of FEHB Premium |
| ❖ Life Insurance - FEGLI BASIC option | \$.075 per every \$1,000 of insurance |

Paid Time Off

- | | |
|-----------------|---|
| ❖ Sick Leave | 4 hours per pay period = 104 hours per year |
| ❖ Annual Leave | 4 – 8 hours per pay period based on length of service |
| | <i>0 – 3 years = 104 hours/year</i> |
| | <i>3 – 15 years = 160 hours/year</i> |
| | <i>15+ years = 208 hours/year</i> |
| ❖ Paid Holidays | 11 federal holidays |

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Workplace flexibilities, *flexible work schedules*
- ❖ Paid Parental Leave, *up to 12 weeks*
- ❖ Long-term Care Insurance
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training
- ❖ Onsite Gym in Phoenix Only
- ❖ Employee Assistance Program (EAP)