



## UNITED STATES PROBATION OFFICE DISTRICT OF NEW JERSEY

### VACANCY ANNOUNCEMENT No. 2026-12

**POSITION:** Programmer Analyst

**LOCATION:** Newark, New Jersey

**LEVEL/SALARY RANGE:** Newark  
Pay Table NY  
CL28 - \$84,358-\$137,165  
*Depending upon qualifications and experience.*

**OPENING DATE:** April 8, 2026

**CLOSING DATE:** Open Until Filled

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#### **POSITION OVERVIEW:**

The Programmer Analyst is responsible for the design, development, and support of application software and takes a lead role in software development utilizing multiple programming languages and shell scripts, such as Visual Basic, C#, HTML, XML, and JavaScript languages. Knowledge of relational database design, database experience, MySQL, SQL Server, Informix, and Experlogix are a plus.

#### **REPRESENTATIVE DUTIES:**

- Write code to specifications, document work, develop custom reports, and perform routine testing.
- Design, modify, adapt, and enhance existing software via programming to correct errors, allow adaptation to new hardware, or to improve performance of the software. Create and maintain data dictionaries. Develop and perform software system testing and validation procedures and documentation.
- Confer with technical staff and end users to design and program software applications, including interfaces. Consult with management about software system design, enhancement, and maintenance. Provide end users support for applications supported. Serve as a liaison between peers and end users.
- Write database documentation, including data standards, procedures, and definitions for the data, and control access permissions and privileges. Ensure storage, archiving, backup, and recovery procedures are functioning correctly. Develop, manage, and test backup and recovery plans.

- Install, configure, test, manage, support, and provide instruction and training on use and support of new or revised releases of national and locally developed or customized forms and templates interfacing with or running in the Probation Office's internal case management (PACTS360) environment. Manage library of national and locally developed software and documentation affiliated with the PACTS360 system and relational databases.
- Develop and maintain PACTS360 forms and templates to extract information from PACTS360 databases. Utilize Experlogix, C#, Smart Form scripts, HTML, XML, JavaScript, and other object-oriented programming languages to develop system features to meet end user needs, and to maintain and enhance the efficiency and effectiveness of local and nationally developed systems.
- Perform other duties to support database operations, as necessary and as assigned.
- Perform ongoing analysis of court applications to identify and correct problems and make recommendations for improvement to both manual and automated processes. Evaluate proposed equipment and configurations. Perform project management and advise court managers on court automation needs, including time and cost requirements in terms of both personnel and funding. Prepare requests for hardware and software purchases in accordance with judiciary policies and procedures.
- Serve as primary backup to the Systems Administrator. Provide customer support via telephone, email, and in-house help desk system. Manage the operating environments of hardware and software associated with the day-to-day work being performed by staff. Manage and maintain external data storage devices and perform other related tasks, as required.
- Serve as technical trainer for all employees; train on new or changed features, applications, and processes.
- Maintain contact with other information technology court personnel for the purpose of remaining knowledgeable of developments, techniques, and user programs. Assist local court units and other courts in diagnosing and resolving problems with databases supporting the case management system. Represent the Court in judiciary-wide initiatives, meetings, conferences, etc.
- Establish/maintain Outlook mail file accounts, mailing lists, and shared calendars and perform related tasks.
- Travel to divisional offices may be required. Extended or flexible work hours will be required occasionally.

### **QUALIFICATIONS:**

A Bachelor's degree in Computer Science or a related field is required.

To qualify for a CL-28, the candidate must have two years of specialized experience, including at least one-year equivalent to work at the CL-27 or completion of a master's degree, or two years of graduate study at an accredited university in a field closely related to the subject matter of this position.

Specialized experience includes designing, implementing, and maintaining computer systems, which includes completing computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.

### **PREFERRED SKILLS:**

Experience with C#, JavaScript, XML development and programming, and Microsoft Power Platform Dataverse.

Experience with Apple products, especially mobile devices.

Experience with VMware server and workstation virtualization.

Experience with CISCO networking, including routers, switches, VoIP, and wireless technologies.

Experience with Active Directory, DNS, DHCP and DFS.  
Familiarity with Microsoft products including but not limited to Microsoft Office 365, Exchange.  
Strong knowledge of Windows Servers and Windows 11, SharePoint, and Adobe Acrobat.  
Ability to identify new products and solutions to implement new technologies.  
Must be highly self-motivated, extremely detail-oriented and organized.  
Must present a professional demeanor, positive personality, and work well in a team environment.  
Must possess excellent written and verbal communication skills.  
Must be an innovative and creative problem solver who can effectively work with management on projects and daily challenges.  
Must be able to manage multiple priorities and projects with limited supervision.  
Must be able to follow rules, procedures, policies, and the *Code of Conduct for Federal Employees*.

### **CONDITIONS OF EMPLOYMENT:**

Applicants must be a U.S. citizen or eligible to work in the U.S. A background investigation including fingerprints, criminal record check, driver's record check, and credit history check will be conducted. Any applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation. Reinvestigations will be required every five years thereafter.

### **EMPLOYEE BENEFITS:**

- Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15<sup>th</sup> year of service; thereafter, 26 days per year. Sick leave earned at 4 hours per pay period (104 hours per year = 13 days).
- Participation in a tax-deferred Thrift Savings Plan (TSP) - similar to a 401k plan. Voluntary participation in the Federal Employee Health Benefits Program, Federal Employee Group Life Insurance Program, Federal Judiciary employee long-term care insurance, Flexible Spending Accounts (FSAs), the commuter benefits program, Employee Assistance Program (EAP), and work/life services.
- Up to 14 paid holidays each year.
- Mandatory electronic direct deposit of salary payment.

For more detailed information about federal court benefits, please go to:  
<https://www.uscourts.gov/careers/benefits>

### **APPLICATION PROCEDURE:**

Applicants interested in this vacancy should submit a cover letter, resume and completed AO78 Application for Judicial Employment (which can be obtained from <https://www.njp.uscourts.gov/career-opportunities>) to the attention of:

Natividade Ribeiro, Human Resources Specialist  
U.S. Probation Office  
50 Walnut Street, Room 1001  
Newark, NJ 07102  
Announcement # 2026-12

E-mail versions are preferred and should be submitted to: [Natividade\\_Ribeiro@njp.uscourts.gov](mailto:Natividade_Ribeiro@njp.uscourts.gov).

Only complete application packets will be considered. Attachment should be submitted as a single PDF document and reference Programmer Analyst Vacancy #2026-12 in the email subject line.

**SELECTION PROCESS:**

The Probation Office will only communicate with those individuals invited for personal interviews. All resumes will be reviewed, and a limited number of applicants will be chosen for an interview. All applicants who are interviewed will receive a response regarding their application status.

The U.S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the “Excepted Appointment” status and are considered “At-Will” employees.

The U.S. Probation Office reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

**THE UNITED STATES PROBATION OFFICE FOR THE DISTRICT OF NEW JERSEY  
IS AN EQUAL OPPORTUNITY EMPLOYER**