



UNITED STATES DISTRICT COURT District of New Mexico

Honorable Kenneth J. Gonzales, Chief Judge
Erik Paltrow, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 26-ABQ/IT-2

ANNOUNCEMENT DATE:	October 5, 2026
CLOSING DATE:	Open Until Filled <i>Preference given to applications received by October 19, 2026</i>
POSITION:	Systems Analyst/Programmer
STARTING LEVEL/SALARY:	CL 27/Step 1 to CL 27/Step 61 \$60,380 to \$98,151 Annual <i>(Depending on Qualifications)</i>
LOCATION:	Albuquerque, New Mexico

As an Equal Opportunity Employer, we value diversity in our workforce.

POSITION OVERVIEW

The District of New Mexico is seeking a **Systems Analyst/Programmer** to join the Information Technology (IT) team in Albuquerque. Our IT team manages mission-critical technology and cybersecurity for every division of the Court while ensuring efficient access to court services for the public.

The Systems Analyst/Programmer provides court unit support for various national and local databases. They perform work related to designing, modifying, and adapting existing and acquired software. They are primarily responsible for writing code under the direction of the Systems Engineer. They may meet with end users to analyze their needs to implement software solutions, and may also assist the Network Engineer in projects and performance of their duties.

This position reports to the Information Technology Supervisor in Albuquerque. May require travel to other divisional offices.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- ◆ Write code to specifications. Document work. Develop custom reports. Prepare flow charts. Perform routine testing.

- ◆ Provide analysis and recommendations to the Systems Engineer in user needs and software requirements to determine feasibility of design within time and cost constraints.
- ◆ Install or assist in the installation of new or revised releases of national systems.
- ◆ Prepare and maintain the documentation and knowledge bases of all locally-developed software used at the site.
- ◆ May confer with technical staff and end users to design software applications, including exchanging information on project limitation and capabilities, performance requirements, and interfaces.
- ◆ Assist in programming and script writing for network environment.
- ◆ Perform other duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

- ◆ High school graduation or equivalent. A bachelor's degree in a related field is preferred.
- ◆ Two years of progressively responsible specialized experience that may include:
 - Programming, scripting, and related documentation
 - Analyzing user needs and recommending technological solutions
 - Network administration

COURT PREFERRED EXPERIENCE/QUALIFICATIONS

- ◆ Experience working in a court environment preferred.
- ◆ Advanced knowledge or experience working with the technology used in the court: programming in Java, Perl, and SQL, experience in Bash shell scripting, and advanced knowledge of Linux systems.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Foundational knowledge of networking principles, protocols, and architecture.
- ◆ Knowledge of Linux operating systems.
- ◆ Knowledge of applicable programming languages (Java, Perl, SQL), databases, and application design.
- ◆ Skill in generating or adapting programs, equipment and technology to serve user needs. Skill in preparing flow charts. Skill in writing computer programs for various purposes, and ability to write program documentation.
- ◆ Skill in analyzing court information technology needs, including software evaluation.
- ◆ Ability to communicate effectively (orally and in writing) to individuals and groups to provide information.
- ◆ Skill in translating and documenting technical terms into non-technical language.

- ◆ Ability to consistently demonstrate sound ethics and judgment and maintain court confidentiality requirements.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States citizens or [eligible to work for the United States government](#).
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct. Employees are subject to strict confidentiality requirements.
- ◆ This is a high-sensitive position. Selectees are subject to a background check or investigation and subsequent favorable suitability determination. An individual may be hired provisionally pending successful completion of the necessary records checks. Employees in high-sensitive positions are subject to continuous vetting to ensure that they continue to meet security clearance requirements.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

- ◆ **Paid Time Off**: Minimum of 11 paid holidays; annual leave, 13–26 days/year based on length of service; sick leave, 13 days/year; paid parental leave, 12 weeks after one year
- ◆ **Insurance**: Optional participation in Federal Employees Health Benefits plans, dental and vision insurance; flexible spending accounts; life insurance
- ◆ **Work/Life balance**: Potential for occasional telework; schedule flexibility; onsite gym
- ◆ **Retirement**: FERS annuity, Thrift Savings Plan with government match, Social Security
- ◆ Credit for prior government service

APPLICATION INFORMATION

Email a single PDF containing a **cover letter, résumé with three references**, and an **AO-78 *** (*Federal Judicial Branch Application for Employment*) to usdcjobs@nmd.uscourts.gov.

*The AO-78 can be downloaded at <https://www.nmd.uscourts.gov/employment>.

PLEASE INCLUDE “SYSTEMS ANALYST/PROGRAMMER” IN THE SUBJECT LINE

Applications **must** be submitted in ONE PDF document.

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (DropBox, OneDrive, etc.) will not be accepted. PDF size is limited to 10 MB. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered and are encouraged to apply. Only applicants selected for an interview will be contacted. Initial interviews may be conducted via videoconference; travel for any in-person interviews will be at applicant's expense. The U.S. District Court reserves the right to amend or withdraw any 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 court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER