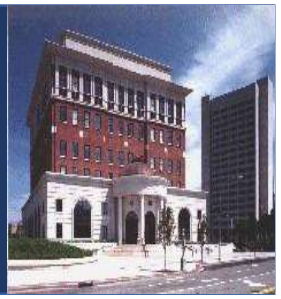
UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF
NEW YORK



Position: IT Automation and Optimization Specialist

Vacancy No. 27-02

Location: 500 Pearl Street, New York, NY

Term: Permanent

Class Level: CL 27 – CL 28

Salary Range: $70,392- $137,165

(Starting salary for non-Federal employees is dependent on work experience and qualifications)

Opening Date: 10/22/2026

Closing Date: Open until filled

BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs
- On-site fitness center
- Employee assistance program (EAP)
- Mandatory enrollment in electronic funds transfer (EFT) for net pay

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.

POSITION OVERVIEW:

The IT Process Automation and Optimization Specialist identifies, designs, and implements technology-driven solutions that improve business processes, increase efficiency, reduce manual work, and enhance services throughout the Court. The position works closely with Court departments, judges and judicial staff, and management to analyze processes, gather requirements, and design solutions. The primary technology for this position is the Microsoft 365 and Power Platform ecosystem, along with AI, LLMs, chatbots, and bots/RPA where appropriate.

This is a proactive role. Rather than waiting for requests, the incumbent is expected to regularly engage with judges and staff to review how work is being done and recommend automation opportunities. The role is intended to bridge business needs and technology, solving meaningful problems rather than simply automating processes as-is.

Strong working knowledge of the range of available automation, AI, and application-development options, and the steps required to implement them, is essential for this role. The applicant is expected to maintain judiciary privacy and security requirements.

DUTIES AND RESPONSIBILITIES:

- Proactively meet with Court departments, Chambers, and IT staff on an ongoing basis to review how work is performed. Identify time-consuming or repetitive processes suited to automation.
- Analyze workflows to evaluate whether a process should be simplified, redesigned, or standardized before it is automated.
- Gather and document business requirements from stakeholders and translate them into practical technology solutions with specific consideration of security, privacy, accessibility, and applicable Court and federal policies.
- Design, build, test, implement, and maintain automation solutions using Microsoft 365 tools (Power Automate, Power Apps, Forms, SharePoint, Teams, Power BI, Copilot) and other approved technologies.
- Evaluate and implement appropriate AI, LLM, chatbot, and bot/RPA solutions, understanding the practical steps required to configure, deploy, and maintain them.

CONDITIONS OF EMPLOYMENT (continued):
In order to be compensated with appropriated funds for a position within the continental United States, applicants must be:

(1) U.S. citizen,

(2) Lawful permanent resident (i.e., green card holder) who is seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).

Note: Some noncitizen applicants who are permanent residents may not yet be eligible to apply for citizenship at the time they begin. Such individuals may still lawfully be employed if they provide an affidavit indicating that they intend to apply for citizenship when they become eligible to do so.

Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees.

All employees, interns and volunteers are required to adhere to the Code of Conduct for Judicial Employees available for public review on the USCourts.gov website.

The successful candidate for this position is subject to a background check investigation for high-sensitive clearance. This position is subject to mandatory electronic funds transfer for payment of net pay.

*All internal applicants will receive an email confirming receipt of their application. If confirmation is not received within two days after the vacancy closes, please contact Human Resources.

DUTIES AND RESPONSIBILITIES continued:

- Develop prototypes and proof-of-concept solutions to test feasibility before full implementation.
- Manage automation and process-improvement projects end-to-end, including scope, timelines, risk, and coordination across departments, stakeholders, vendors.
- Conduct user acceptance testing, coordinate implementation, and develop supporting documentation, user guides, and training materials.
- Provide training and demonstrations to Court staff and stakeholders on new processes, automation solutions, and technology capabilities.
- Monitor implemented solutions, track metrics such as time savings and error reduction, and identify further optimization opportunities.
- Collaborate with application developers, system administrators, database administrators, and cybersecurity staff on integrations, and ensure solutions comply with applicable Court, AO, and federal requirements.
- Serve as a subject matter expert on Microsoft 365 automation and emerging technologies, researching and recommending tools that may benefit Court operations.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS: To be considered for this position you must be a high school graduate, or equivalent. An applicant may meet the qualification standard using specialized experience and/or education.

CL-27	Two years of specialized experience; or completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements: (1) an overall "B" grade point average equaling 2.90 or better of a possible 4.0; (2) standing in the upper third of the class; (3) "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; (4) election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or (5) completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.
CL- 28	Two years of specialized experience; or completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

SPECIALIZED EXPERIENCE: Progressively responsible experience designing, modifying, and adapting existing system software, and providing training, knowledge, and technical expertise supporting end users in the areas of data processing, office automation, and data communications for multiple units. The ideal candidate will possess one of the following certifications, Microsoft Office Specialist, Microsoft Office Specialist Expert, or Microsoft Office Specialist Master.

The Southern District of New York values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants.

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SPECIALIZED EXPERIENCE continued: Specialized work experience attained in other governmental and private sector positions may be creditable, but that experience must be evaluated to determine whether the level of experience is equivalent to work at the specified CL. All internal applicants requesting review of work experience outside the federal judiciary as part of the qualification process, please contact Human Resources.

REQUIRED FUNCTIONAL AND TECHNICAL SKILLS:

- Self-motivated, able to work independently, take initiative, and manage multiple projects and priorities with limited direction.
- Excellent analytical, problem-solving, organizational, project management, presentation, and communication skills, with the ability to work effectively with both technical and non-technical personnel.
- Solid grasp of how to analyze workflows and apply process-improvement principles to identify automation opportunities.
- Experience developing or implementing workflow automation using Microsoft 365 and Power Platform tools (e.g., Power Automate, Power Apps, SharePoint, Forms).
- Sound judgment for weighing whether a business challenge calls for technology, process redesign, or a combination of the two.
- Ability to consistently demonstrate sound ethics and judgment, maintain court confidentiality and security requirements, and comply with the Code of Conduct for Judicial Employees.
- Must have excellent interpersonal skills and be able to effectively communicate (orally and in writing) to individuals and groups to provide information and reports in understandable format.
- Ability to interact professionally with a wide variety of stakeholders, providing exceptional customer service and resolving difficulties while complying with regulations, rules, and procedures.
- Ability to provide and exchange accurate and timely information with individuals within and outside the court.
- Professional demeanor appropriate for a court environment.

PREFERRED KNOWLEDGE AND TECHNICAL SKILLS: None of the following are required to apply. Candidates who are strong on the qualifications above and eager to learn are encouraged to apply even without this experience. The ideal candidate will bring some combination of:

- Automation and AI Tools: Broad awareness of the current landscape of automation and AI tools — including bots/RPA, low-code/no-code platforms, and generative AI/LLM-based use cases and tools.
- Process Improvement: Business process analysis, process mapping, requirements gathering, process redesign, and optimization.
- Microsoft 365 and Power Platform (beyond the basics): Power BI, Teams, Microsoft Copilot, and related services.
- Technology Landscape Awareness: Familiarity with APIs and scripting options and how they might be applied.
- Project Management: Formal methodologies such as Agile; experience managing technology or process-improvement projects.

EQUAL OPPORTUNITY EMPLOYER

The U.S. Federal Courts are committed to equal employment opportunity without regard to race, color, religion, national origin, sex, age, disability, or any other protected characteristic.

PREFERRED KNOWLEDGE AND TECHNICAL SKILLS continued:

- Data and Reporting: Power BI dashboards, SQL, data analysis, and performance reporting.
- Web and Programming: Basic HTML/CSS/JavaScript, or scripting languages such as Python or PowerShell.
- Knowledge of or the ability to learn court operations, functions, and organizational structure. Thorough understanding of IT policies and procedures.
- Federal Government or Court Systems: Experience working with federal government or federal court systems and operations.

APPLICATION PROCEDURE: To be considered for this position, please submit your:

1. Resume detailing your education and work experience.
2. A cover letter. The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position.
3. AO78 Application for Federal Employment. The Application for Federal Employment (AO78) can be downloaded from: www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment.

Only applications submitted via email will be accepted. It is preferred for the applications to be submitted in a single PDF document, and for candidates to include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Only applicants selected for interviews will be contacted.

Please submit your application to:

Careers@nysd.uscourts.gov