



**United States Bankruptcy Court
Northern District of Georgia**

VACANCY ANNOUNCEMENT

Position:	Programmer / Analyst
Location:	Atlanta, GA (option to work regularly in Gainesville, Newnan or Rome)
Opening Date:	May 15, 2015
Closing Date:	June 14, 2015 or until filled
Salary:	CL 28-29 (\$56,137 - \$113,415) based upon qualifications

NOTE: Applicants who previously submitted an application for Vacancy #15-01, *Programmer / Analyst*, need not apply to be considered for this position.

Description of Duties: The *Programmer/Analyst* provides analysis of user needs and the current and future needs of the Court.

- Consult with and provide advice and guidance to judges, senior managers, and staff of the courts throughout the district on current and future technologies and the automation of manual court processes. Provide advice and guidance on technology purchases.
- Direct and provide systems and software development services using VB.NET, C#, ASP.NET, Perl.
- A large body of existing VB.NET applications will need to be supported, maintained and enhanced.
- Recommend strategies to judges and court management to determine requirements for systems which support the mission of the court. Recommend and direct the development of software and hardware solutions to enhance both existing and new systems.
- Maintain contact with other automation court personnel at different locations and levels for the purpose of remaining knowledgeable of developments, techniques, and user programs.
- Design, modify, and implement short and long-range automation improvement plans for the court, ensuring that changes can be implemented with minimal disruption to the work of the court.
- Manage execution of automation plans for major automated systems and establish training in system use and capabilities. Perform testing, establish procedures, and devise security systems for software and data.
- Develop long term plans for the automation of manual processes, implementing state of the art technologies.
- Research current and future technologies and trends and analyze alternatives, including commercial off-the-shelf software. Develop prototype applications and coordinate with judges, senior managers, and staff to ensure that development efforts are meeting the needs of the court.
- Develop, implement, and manage large and small scale projects from inception to delivery, including developing complex project plans, thorough design plans, and detailed time lines. Ensure adequate resources are available, coordinate and lead project meetings, and ensure projects are delivered on time and within the confines of the project budget.
- Perform cost benefit analysis on all development projects.
- Provide guidance to programmers and web master in day-to-day responsibilities and with non-routine questions.
- Monitor, review, and analyze internal controls to ensure development projects meet or exceed established controls and separation of duties.
- The incumbent will analyze existing major national information systems, then design and develop local customizations.

Mandatory Qualifications: Three (3) years of specialized experience, plus at least one (1) year of work equivalent to the CL 27 is required to be placed at the CL 28. For consideration at the CL 29, at least three (3) years of specialized experience, plus at least one (1) year of work equivalent to the CL 28 is required.

Specialized experience is defined as progressively responsible experience related to the accomplishment of computer project assignments involving systems analysis, design, programming, implementation, integration and/or management.

- Thorough knowledge of Informix or equivalent; VB.NET, or equivalent; and, Windows 7 clients;
- Working knowledge of LINUX, PERL, C, CGI, or similar tools;
- Excellent organizational and project management skills are required;
- The incumbent must possess excellent presentation, oral, and written communication skills;
- Documentation skills are imperative.

Desirable Qualifications:

- College degree in Information Systems Management / Computer Science or related field (commensurate experience may be substituted) from an accredited institution;
- Familiarity with various application software used in the Court – MS Office, Lotus Notes;
- Demonstrated ability to interact with system users in a positive and supportive manner; mature, responsible, and reliable;
- Possess excellent interpersonal, oral, and written communication skills;
- Possess an understanding of operational and financial processes in a court environment;
- The ability to take the initiative to learn new programs quickly.

How to Apply: To apply for this position, qualified applicants should submit: 1) a resume; 2) a cover letter addressing qualifications and relevant experience; and 3) a Form AO 78, Application for Judicial Branch Federal Employment, available on the Court's website at: <http://www.uscourts.gov/Careers.aspx#apply>.

Completed application packages should be submitted electronically to Jason_LeFevers@ganb.uscourts.gov, or via postage to:

Human Resources Manager, Vacancy #15-01R
75 Spring Street, SW, Room 1356
Atlanta, GA 30303.

Preference will be given to those applications received on or before the closing date of June 14, 2015. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.

Notice to Applicants: Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check, including fingerprinting, as well as a check of financial and credit records. Applicants selected for an interview will be required to take a short proficiency test at the time of the interview. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance

benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

Employment Benefits: Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- Available group life insurance and long term care insurance.
- Public Transportation Subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employees contribution).

The United States Bankruptcy Court is an **Equal Opportunity Employer**.