United States Bankruptcy Court
Northern District of Alabama

<u>VACANCY ANNOUNCEMENT</u>
18-01

Position Title: Systems Analyst/Programmer

Term: Full-time Permanent

Location: Birmingham, AL

Opening Date: February 14, 2018

Closing Date: Position is open until filled. Priority consideration will be given to applications received by March 14, 2018.

Salary Range: $48,951 - $79,617 (CL-27)
Starting salary is based on experience and qualifications with promotion potential without further competition to CL-28.

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The Bankruptcy Court for the Northern District of Alabama is seeking qualified applicants for a Systems Analyst/Programmer. This position is located in the Information Technology (IT) department and reports to the Director of IT. The Systems Analyst/Programmer provides court unit support for various national and local databases and performs work related to designing, modifying, and adapting existing and acquired software. This position is primarily responsible for writing code and may meet with end users to analyze their needs to implement software solutions.

Representative Duties:
- Write code to specifications. Document work. Develop custom reports. Prepare flow charts. Perform routine testing.
- Provide analysis and recommendations to the assistant systems manager 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 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.
- Performs other duties as assigned.

Required Competencies:
- Knowledge of applicable programming languages, databases, and application design.
- Knowledge of computer systems and networks, including skill in determining causes of operating errors.
- 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, including skill in writing program documentation.
- Skill in advising non-automation personnel in automation techniques and processes.

- Knowledge of court operations.
- Skill in analyzing court information technology needs, including software evaluation.
- Familiarity, knowledge and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules and procedures.
- Skill in translating and documenting technical terms into non-technical language.

Minimum Qualifications:
- Must be a high school graduate or equivalent with at least two years of specialized experience*, including at least one year equivalent to work at the CL-25;

  OR

- Completion of the requirements for a bachelor's degree in computer science or related field from an accredited college or university and one of the following superior academic achievement requirements:
    - An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
    - Standing in the upper third of the class;
    - "3.5" average or better in the major field of study;
    - 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
    - Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in computer science or other closely related field.

Specialized experience is progressively responsible experience that is in, or closely related to, network systems and programming. Progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and information technology project management.

Preferred Qualifications:
- Bachelor's/Master's degree in Computer Science, Systems Administration, IT or related field.
- Three to five years of relevant work experience
- Federal judiciary work experience along with general knowledge of court functions and operations
- Knowledge of relational database fundamentals and experience with database applications such MySQL, Informix, Cold Fusion and Microsoft SQL server.
- Knowledge of professional grade digital audio and video components and control systems used in electronic courtrooms for evidence presentation and recording court hearings
- Experience with VMWare Horizon (VDI), NetApp Storage Systems, VoIP systems such as Cisco, and website development
- Skill in advising and training non-automation personnel in automation techniques and processes

Benefits:

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to thirteen days of paid annual leave per year for the first three years, thereafter up to twenty-six days per year, ten federal holidays, participation in the Federal Employees Retirement System, health, dental and vision benefit options, life insurance, and periodic salary increases dependent upon budget constraints and Congressional actions.

Information for Applicants:
Candidate must be a U.S. citizen or eligible to work in the United States. Candidate must have excellent organizational and analytical skills. Candidate also must be mature, responsible, tactful, possess good judgment and capable of exercising sound initiative, able to work harmoniously with others in a team-oriented work environment, and able to communicate effectively, both orally and in writing.

This position is contingent upon a satisfactory suitability determination based on a mandatory background investigation. As a condition of employment, the selected candidate must successfully complete a ten-year, or five-year, background investigation with periodic updates every five years thereafter. The selected applicant will be hired provisionally pending the results of a background check and subsequent favorable suitability determination. For the duration of the appointment, applicant will be subject to "at will" employment.

Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

Work is performed in an office setting. Some lifting may be required. Some travel is required.

How to Apply:
Qualified applicants should email the following items in **one PDF document** to
resumes@alnb.uscourts.gov with **Vacancy 18-01 Systems Analyst/Programmer** in the subject line:
   • Cover letter
   • Current, detailed resume
   • Three professional references with contact information
   • Completed and signed AO-78 **Federal Judicial Branch Application for Employment**

Paper applications will not be accepted.

Due to the volume of applications, the Court will only communicate with those applicants who will be interviewed and only applicants who are interviewed will receive a written response regarding their application status.

Applicants selected for an interview must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct.

The Court is an Equal Employment Opportunity Employer.