



UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT

POSITION:	Court Technology Specialist
LOCATION:	Greensboro, NC
CLASSIFICATION LEVEL/SALARY:	CL 25 (\$38,704 - \$62,951) <i>Depending on experience and qualifications.</i>
TERM:	Permanent
CLOSING DATE:	Open until filled <i>Priority consideration given to applications received by July 3, 2015.</i>

POSITION DESCRIPTION

The Clerk of the United States Bankruptcy Court for the Middle District of North Carolina is accepting applications for a Court Technology Specialist. This is a permanent position and is open until filled. We are looking for a new team member to join us in accomplishing our mission of providing courteous, efficient and quality service to the court, the Clerk's Office, the bar and the public. For more information about the Court, please visit <http://www.ncmb.uscourts.gov>

REPRESENTATIVE DUTIES

- Serve as the lead contact for all courtroom technology and audio/visual support.
- Help maintain the court's equipment inventory system of accountable property.
- Conduct research to assist with IT-related procurements when required.
- Distribute and install hardware including, but not limited to, desktop computers, laptops, printers, scanners, and mobile devices.
- Install and configure new software applications.
- Troubleshoot and fix equipment and software problems.
- Customize programs for local needs and train personnel in their use.
- Prepare and maintain documentation for local programs.
- Provide information and assistance to users on applications such as word processing, electronic mail, and other applications in a Windows and iOS environment.
- This position may require evening and/or weekend work.
- This position will require some travel to divisional offices in Winston-Salem and Durham, NC.
- Assist with operational matters within the court as needed including case administration duties.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Two-year degree in computer science or related technical fields.
- Experience with relational databases, such as Informix, MySQL, or Oracle.
- Thorough knowledge of computer processes and capabilities, including personal computer operating systems and applications.
- Demonstrated proactive and responsive customer service skills.
- Excellent written and verbal communication skills.
- Solid understanding of computer operations in a networked environment.
- Good knowledge of word processing software and electronic mail applications and ability to adapt these to local needs.
- General knowledge of mobile devices, including laptops, smart phones, and tablets.
- Demonstrated ability to meet established deadlines and commitments.
- Ability to interact in a positive and professional manner with users at all levels of the court.
- Ability to help maintain a strong team environment.
- Ability to travel and lift 50 lbs.

PREFERRED QUALIFICATIONS

- Bachelor's degree in computer science or related technical field.
- Experience Linux OS administration.
- Experience with JAVA programming.
- Experience with VMWare administration.
- Experience with courtroom technology and audio/visual systems.
- Experience with court operations.

BENEFITS

- Paid annual and sick leave; ten paid holidays per year.
- Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision coverage available. Optional long-term care insurance and flexible spending account program.
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K), with employer matching.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident seeking citizenship. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. The selected applicant will be hired provisionally pending the results of a background investigation, including an FBI fingerprint and criminal record check, and is subject to a one-year probationary period. Employees of the Court are subject to the *Judicial Code of Conduct*. Electronic Funds Transfer for payroll deposit is required.

TO APPLY:

Please submit a cover letter, official application for judicial branch employment (Form AO 78 which can be found online at <http://www.uscourts.gov/>) and resume to: joe_markley@ncmb.uscourts.gov

To ensure consideration, please submit all application materials by **July 3, 2015**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive any communication. No funds are available for reimbursement of travel expenses in connection with interviews.

The United States Bankruptcy Court is an Equal Opportunity Employer.