



## UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF NORTH CAROLINA

---

### VACANCY ANNOUNCEMENT

<b>POSITION:</b>	Programmer
<b>ANNOUNCEMENT:</b>	23-01
<b>LOCATION:</b>	Greensboro, NC
<b>CLASSIFICATION LEVEL/SALARY:</b>	CL/27 (\$55,266 – \$89,867) <i>Depending on experience and qualifications</i>
<b>TERM:</b>	Permanent
<b>CLOSING DATE:</b>	Open until filled <i>Priority consideration given to applications received by <b>March 31, 2023.</b></i>

---

### **POSITION DESCRIPTION**

The Clerk's Office of the United States Bankruptcy Court for the Middle District of North Carolina is accepting applications for the position of Programmer. The Programmer will be an employee of the Clerk's Office, with a duty station in Greensboro, N.C.

The Programmer provides court unit support for various national and local databases. The Programmer also performs work related to designing, modifying, and adapting existing and acquired software. The Programmer is primarily responsible for writing code and under the direction of the IT Director may meet with end users to analyze their needs to implement software solutions.

The position will involve some travel to the Winston-Salem, N.C. duty station and may at some point be reassigned to the Winston-Salem, N.C. duty station.

### **REPRESENTATIVE DUTIES**

The representative duties of this position include but are not limited to:

- Write code to specifications. Document work. Develop custom reports. Prepare flow charts. Perform routine testing.
- Provide analysis and recommendations to the assistant systems manager on 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 for 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.

### **QUALIFICATIONS**

To be considered for this position, an applicant must hold at least an associate degree from an accredited institution, with a major in Information Technology or another relevant field. Some work experience that included progressively responsible technical and/or professional experience that provided an opportunity to gain the following is also required:

- Skill in developing effective working relationships with staff, colleagues, customers, and all stakeholders.
- The ability to exercise mature judgment.
- 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, writing computer programs for various purposes, and writing program documentation.
- The ability to consistently demonstrate sound ethics and judgment, including the ability to comply with confidentiality requirements.
- The ability to communicate effectively (orally and in writing) with individuals/groups to provide information.
- Skill in translating and documenting technical terms into non-technical language.
- The ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

### **BENEFITS**

Federal benefits include eleven paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

### **INFORMATION FOR APPLICANTS**

The United States Bankruptcy Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States Bankruptcy Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States. A valid driver's license is required.

**TO APPLY:**

Submit resume, a completed Application for Federal Employment ([Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](#)), and a cover letter (all in PDF format) stating the reasons for your interest in the position to: [Employment@ncmb.uscourts.gov](mailto:Employment@ncmb.uscourts.gov).

\*Travel and relocation expenses will not be reimbursed.

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