



**United States Bankruptcy Court
District of Delaware**
824 Market Street
Wilmington, DE 19801
www.deb.uscourts.gov

Career Opportunity
Vacancy Announcement #16-01

Position: Automation Specialist/Programmer

Position Type: Full-Time-Permanent

Number of Positions: Multiple

Salary Range: CL-26 (\$44,579 - \$72,493)
CL-27 (\$48,997 - \$79,615)
(Depending on Qualifications)

Duty Location: 824 N. Market Street, Wilmington, DE 19801

Opening Date: June 26, 2015

Closing Date: Open Until Filled

Position Overview:

The Automation Specialist/Programmer coordinates and oversees the court unit's information technology systems. Primary responsibilities include performing routine system maintenance as well as more complex network administration duties, including developing standards, recommending systems change, and coordinating and implementing network security measures.

Duties & Responsibilities include but are not limited to:

Advises court unit management in all areas of automation objectives, capabilities, and needs, including anticipation of future requirements and problems.

Participates in the development and implementation of 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. As a member of the automation team, the successful candidate will work with other members of the automation team to manage execution of automation plans for major automated systems and to establish training in systems use and capabilities.

The position provides local programming and customization of nationally supported and locally developed programs. Develops software, modifications, or enhancements to adapt existing systems, or develops specialized applications of existing systems, in a manner that best satisfies local court needs. As necessary, designs, develops, and installs locally developed software applications, prepares user and technical documentation, and provides follow-up maintenance and support.

Installs and configures PCs, laptops and other mobile devices.

Manages automatic software updates and alerts the court unit to upcoming changes.

Helps in the day-to-day support and maintenance of automation equipment, systems, sound systems and networks, including the Data Communications Network (DCN), WAN, LAN, network stations, phone/cellular systems, remote/wireless access, and peripheral devices.

Executes plans approved by the court unit management for automation systems, including software and hardware application support, documentation, system testing, problem troubleshooting, establishing operating procedures, and devising security systems for hardware, software, and data.

Acts as the technical expert in solving computer system problems, and provide/monitor day-to-day system backups, as well as operation of the systems equipment.

Assists in coordinating and delivering of training in system use and capabilities.

Provides timely user support and problem resolution for systems-related issues.

Develops and organizes assigned automation projects while managing multiple priorities.

Stays aware of ongoing departmental projects; works on special projects as assigned, which may include executive review presentations, technical reference documents and technical research.

Maintains automation files, records and inventories; purchases automation office supplies; contacts vendors for quotations and estimates; gather quotations for review and prepares request for proposals (RFPs) for approval; receives and checks deliveries of automation equipment; inspects delivered items to verify correctness of order and for quality, performance and specification compliance; checks invoices against deliveries and processes paperwork to be sent to the Financial Department.

Coordinates disposal of excess equipment.

QUALIFICATIONS - REQUIRED:

Job-related experience with the following technologies: the various server environments (Linux/Unix, Windows 2008, etc.); Active Directory; operating systems (Windows XP, Windows 7); relational databases; knowledge of programming languages, as well as a working knowledge of PC hardware/software and LAN equipment for providing technical support.

A motivated, self-directed person who presents a professional demeanor, possesses strong office and organizational skills as well as excellent oral and written communication skills.

Well-versed in the use of various computer programs, including spread sheets, e-mail, and databases to record and track information.

Progressively responsible computer related experience which demonstrates the particular knowledge, skills, and abilities to successfully perform the above-listed duties of this position.

Possesses the ability to manage multiple projects and priorities.

QUALIFICATIONS - DESIRABLE:

A Bachelor's Degree in either Computer Science or Information Management Systems, or a related technical field of study from an accredited college or university.

Technical certifications or specialized technical education in Microsoft Windows, Linux, or Informix.

Basic knowledge of network storage devices.

Knowledge of Symantec NetBackup software.

Knowledge of VMware vSphere and VMware View software.

Knowledge in the operation of sound system equipment.

An understanding of the operational processes in a court environment.

Good working knowledge of the theories, principles, practices and techniques of telecommunications, including the latest developments in systems hardware and software for voice (local, long-distance), videoconferencing systems.

Expert knowledge in the following: PERL, PHP, Java, HTML, and other programming languages

Conditions of Employment:

Must be a U.S. citizen, who is eligible to work in the United States. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply. Employees will be hired provisionally pending the results of a background check. Direct deposit of pay is required. Applicants selected for interviews must travel or relocate at their own expense.

Benefits:

Federal Judiciary benefits include paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs, include the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); supplemental dental and vision insurance, and flexible benefit and commuter programs. An overview of Federal Judiciary benefits is accessible at:

<http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

Application Procedure:

Qualified applicants may apply via email to deb_jobs@deb.uscourts.gov. Applications must contain: - a (1) cover letter; (2) chronological resume that details experience and qualifications; (3) a completed Application for Judicial Branch Federal Employment (Form AO78), and (4) an answer to the following question: From past experience, describe an example of how you handled a technically challenging customer support issue (answer is not to exceed one page in length).

The Application for Judicial Branch Federal Employment (Form AO78) is available at <http://www.uscourts.gov/forms/AO078.pdf>

Applicants without access to e-mail may apply via mail to the following address. Envelopes must be marked: "Personal and Confidential."

Human Resources
United States Bankruptcy Court
District of Delaware
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Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for this position. No phone calls will be accepted. Only qualified applicants will be considered.

The United States Courts is an Equal Opportunity Employer.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date if a closing date is shown, any of which actions may occur without prior written notice or other notice.