

**UNITED STATES BANKRUPTCY COURT  
FOR THE EASTERN DISTRICT OF VIRGINIA**



***POSITION ANNOUNCEMENT***

**POSITION:** Programmer/Analyst (Temporary, less than one-year appointment, not to exceed September 21, 2012, or availability of Information Technology (IT) Grant monies funded by Administrative Office of the U.S. Courts, whichever occurs earlier.)

**LOCATION:** Richmond or Alexandria, Virginia (Duty Station to be determined by Clerk of Court.)

**SALARY RANGE:** \$66,763 - \$115,776 (CL 29), depending on qualifications, experience, education, location/duty station and availability of IT Grant funds.

**OPENING DATE:** September 30, 2011

**CLOSING DATE:** Open until filled — To ensure consideration application should be received by 4:00 p.m. on October 21, 2011

**ANNOUNCEMENT NO.:** 11-002

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Virginia, is accepting applications for a full-time, temporary Programmer/Analyst position not to exceed September 21, 2012. The duty station will be in the Richmond Division or the Alexandria Division and will be determined by the Clerk of Court. The position is funded from the Information Technologies Grant component of the *Edwin L. Nelson Local Initiatives Program* funded and administered by the Administrative Office of the U.S. Courts. The Program encourages and promotes the collaborative development of local IT systems that can be shared within the Federal Judiciary. Funding from the Program is for the Electronic Case File (ECF) Central Project, which is described in the Position Overview, below. The IT Grant position expires after September 21, 2012; the position will not be funded beyond that date and is subject to availability of IT Grant funds.

**POSITION OVERVIEW:**

The incumbent will design, develop, and support application software. As a seasoned professional the successful candidate should have experience in a management or lead role of software development with multiple computer languages including JavaScript, C#, and ASP.NET, using Visual Studio. A position description, which provides additional information, is available upon request. The ECF Central Project

consists of a tool bar designed to provide on-demand assistance to internal and external users of the Bankruptcy, District and Appellate Case Management/Electronic Case File (CM/ECF) Systems used by the Federal Courts to administer cases filed with the courts.

**QUALIFICATION REQUIREMENTS:**

The requirements include but are not limited to good knowledge of the functions and procedures of the Clerk's Office. Applicants should possess strong analytical skills, creativity, and knowledge of applicable programming languages, databases, and application design. Knowledge of computer systems and networks. Skill in writing computer programs for various purposes, including skill in writing program documentation. Ability to make decisions within the context of professional standards, broad policies, or general goals. Ability to resolve problems, questions, or situations based on advanced and thorough knowledge and experience with court policies, practices, and guidelines. Incumbent will maintain a current skill set through seminars, training, and personal development. Ensure compliance with judicial policy and procedures, local court policy, etc.

**GENERAL EXPERIENCE:**

Progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of the problems. Ability to design, develop and modify computer programs for court needs. Advanced ability to utilize an IDE for development, testing, and debugging of software. Ability to install, configure, and utilize Windows.

**SPECIALIZED EXPERIENCE:**

Progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis and design, computer programming, systems integration, and information technology project management. To qualify for CL-29, more than one year of specialized experience equivalent to work at CL-28 is required.

Two years of experience with ASP.NET and database design/development. Experience using C#, SQL, JavaScript, Visual Studio, HTML and CSS. Must possess an understanding of Object Oriented Design and Concepts Design, engineering, maintenance, and support of application programs for Windows. Use of Visual Studio to create and maintain programs that utilize various web technologies. Team development, version control, and project management skills are required.

**EDUCATION REQUIREMENTS:**

A bachelor's degree from an accredited four-year college or university in computer science, information systems, or related field is preferred. Additional preferred experiences include MS SQL Server 2005+ and/or Informix 9+, AJAX, and knowledge of Agile and Scrum process.

**EXPERIENCE SUBSTITUTIONS:**

Excess specialized experience may be substituted for required general experience.

**APPLICATION PROCEDURE:**

Submit applications to:

IT Manager – 11-002  
United States Bankruptcy Court  
701 E. Broad Street, Suite 4000  
Richmond, VA 23219-1888

(Please note: "EMPLOYMENT APPLICATION" on the outside of the envelope.)

Applicants should complete an Application for Judicial Branch Federal Employment (AO-78); however, a resume is acceptable. A cover letter and salary history should be included as well. A Form AO-78 must be completed by applicants selected for an interview. Current employees of the Clerk's Office need only submit a letter expressing their interest in the position. Upon selection, the applicant must complete the AO-78, noted above.

For any questions about this position, please contact the Human Resources Officer at 804-916-2496.

To obtain a copy of Form AO-78, please go to the court's website, [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov) and click on the General Information button, then select Job Opportunities. To learn more about the federal courts, go to [www.uscourts.gov](http://www.uscourts.gov).

**OTHER INFORMATION:**

The applicant considered for appointment will be subject to a background check.

This position is subject to mandatory electronic funds transfer for payment of net pay.

Only well-suited applicants may be invited for personal interviews. Only those applicants selected for an interview will be contacted. The best-suited applicant will be selected. The conditions of this position announcement are subject to modification without prior notice being given. Only applicants invited for personal interview will be advised of the outcome of the applicant selection process.

**FEDERAL BENEFITS:**

Employees of the United States Bankruptcy Court are not included in the government's Civil Service classification and are at-will employees. They are, however, entitled to benefits similar to other federal employees. Benefits include:

- Ten (10) paid Holidays per year (*those that fall within temporary term of employment*)
- Paid Annual Leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service (*as adjusted for that which is earned within the temporary term of employment*)
- Paid Sick Leave in the amount of 13 days per year (*as adjusted for that which is earned within the temporary term of employment*)
- Mandatory contributions in Social Security Payroll and Medicare Taxes
- Credit Union Participation

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.