

# United States Bankruptcy Court District of Minnesota

Vacancy Announcement #2014-04

Position: Full Time Programmer Analyst

Salary Range: CL 27 (\$49,127 - \$79,899) to CL 28 (\$58,889 to \$95,758) BOQ

Location: St. Paul, Minnesota

Closing date: April 18, 2014 or until filled

The United States Bankruptcy Court, District of Minnesota is accepting applications from qualified applicants for a full-time Programmer Analyst. Come join a team of smart, friendly people who are passionate about providing exceptional service to the Court, members of the legal community, and the general public. The Court, is comprised of four courthouses located in Minneapolis, St. Paul, Duluth and Fergus Falls, serving five Federal Bankruptcy Judges and more than fifty employees.

The ideal candidate will have creativity and initiative in identifying new products and solutions, and the proven ability to quickly learn and implement new technologies; thorough working knowledge of all facets of the software engineering life cycle including gathering and analyzing business requirements, designing, implementing and testing software solutions, maintaining code versioning and documentation, and training end users. The candidate must have the ability to work independently with minimal supervision, and be able to create and clearly articulate the optimal design to meet the project objectives. This position reports directly to the Information Technology Manager.

## Representative Duties:

- Design, develop, implement, test, maintain, and enhance multi-tier software solutions.
- Collaborate with other IT members, internal users, and external users.
- Provide technical systems support for the court's case management system (CM/ECF); including administration, installation, configuration, testing, and preparation of its migration to the next generation case management system.
- Proactively seek out opportunities to improve efficiency within the office and contribute to national initiatives.
- Perform general setup and administration of web server software.
- Design, model, develop, and maintain new and existing relational databases, such as SQL Server, MySQL, and Informix.
- Ensure that training plans are established, coordinated, and executed for all new systems.
- Provide prompt responses to service requests and provide resolutions with a high degree of professionalism and accuracy.
- Monitor critical infrastructure systems.
- All other duties as assigned.

## Job-related Court-preferred skills:

- Strong programming abilities, preferably in multiple languages, as well as the ability to read and review complex code bases written by others.
- Analytical and creative problem solving abilities.
- Desire to learn, recommend, and implement new technologies.
- Excellent verbal and written communication skills.
- Willingness to understand the larger business context.

- Familiarity and experience with Windows 2008 or above, Unix/Linux, Adobe Acrobat, Drupal or other Content Management Systems, LotusNotes, Symantec Anti-Virus, desktop virtualization, Word Perfect, Microsoft Office products, and mobile devices.

**Federal Judiciary benefits include:**

- Vacation, sick leave, and paid holidays;
- Optional participation in health and life insurance, long term care insurance, vision and dental insurance and pre-tax Flexible Spending Accounts (medical/commuter/child care expenses);
- Automatic enrollment in the Thrift Savings Plan (TSP) similar to a 401K;
- Federal Employees Retirement System (FERS-FRAE) pension plan;
- Telework arrangement, and flexible work schedule;
- Commuter benefits;
- On-site-fitness center.

**Qualifications:**

Applicant must be a U.S. citizen or eligible to work in the United States and currently seeking citizenship or intends to become a citizen when eligible. One to two years of experience in software designing and programming with relevant technologies **or** a bachelor's/master's degree in an IT-related field from an accredited college or university is required. An internship may be available to a student who is currently enrolled in an accredited undergraduate program and has nearly completed his/her bachelor's or master's degree.

**Conditions of Employment:**

Candidates must also demonstrate organizational skills, good judgment, and willingness to work across different technical domains, the ability to work with confidential and sensitive information, and the ability to work with others in a team environment. Occasional overnight travel to divisional offices in Fergus Falls and Duluth may be required. Employees of the U.S. Bankruptcy Court are required to adhere to a written code of conduct. The selected candidate will be subject to a background investigation as a condition of employment and will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic funds transfer for payroll direct deposit. Interview and relocation expenses will not be reimbursed.

**Application Procedure:** Qualified applicants should submit the following documents:

- Cover letter;
- Resume;
- A list of work related references.

Applications are held in strict confidence and will be accepted through April 18, 2014 or until the position is filled. Send documentation to:

[hr-usbc@mn.uscourts.gov](mailto:hr-usbc@mn.uscourts.gov) (.pdf format preferred)

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position at any time before the closing date, any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

*-The Court is an Equal Opportunity Employer-*