United States Bankruptcy Court
Western District of Louisiana
Vacancy Announcement # 2018-01

Position Title: Programmer
Location: Shreveport, LA
Salary Range: CL 25- CL 26 ($40,464 - $72,458) *
Opening Date: April 9, 2018
Closing Date: Open until filled

Salary based on qualifications and experience. Promotional potential without further competition, subject to funding and need.

Overview of Position

The United States Bankruptcy Court, Western District of Louisiana is currently accepting applications from qualified candidates for a Programmer for either a full or part-time position. This position reports directly to the Director of IT and performs professional work related to coding, testing, designing, modifying, and adapting existing software for the court's national applications. The position requires supporting locally developed applications and websites that meet the business needs of the court. The court operates in a multi-hardware and operating system environment that includes Linux, Windows Server, Windows, Sharepoint, and Drupal.

Programmer responsibilities include, but are not limited to the following duties:

- Plans, develops, and deploys software applications which enhance organizational efficiency and capabilities.
- Provides end user support for applications supported. Serves as a liaison between IT Director and end users.
- Modifies, adapts, and enhances existing software, including national programs.
- Writes applicable programming code based on specifications and documents work.
- Performs technical work related maintenance of the court operations Case Management/Electronic Files (CM/ECF) system.
- Installs, configures, maintains and supports national applications and other applications that enhance and/or exchange data with the system.
- Performs routine support and troubleshooting of SharePoint and Drupal environments.
- Consults with court staff and other customers regarding software design, enhancement, and maintenance.
- Applies best practices of software engineering, including code standards, testing, and release procedures.
- Assists with desktop hardware and software support, installation, and configuration, as needed.
- Assists in the development of standard guidelines for the use of software and the protection of vulnerable information.
- Creates, maintains, and enhances Java, Perl, and UNIX scripts, data/form libraries, and applications using a variety of web-based software.
- Develops, tests, and researches and validates locally developed software.
- Provides oral and written status reports to management.
- Provides information and assistance to users on applications, such as word processing and data entry.

- Creates user accounts and assists with providing end-user training.
- Installs or assists in the installation of upgrades of new or revised off-the-shelf/desktop releases.
- Sets up, configures, installs, and documents hardware and software.
- Performs general IT support services and other duties as assigned.

Minimum Qualifications Requirements

A high school diploma or equivalent is required, with two years of general experience. General experience may be substituted for completion of a bachelor's degree from accredited college or university. General experience is progressively responsible technical automation or other work that indicates the possession of, or ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Must possess a minimum of one to two years of specialized experience equivalent to the next lower classification level. Specialized experience is progressively responsible computer-related work that demonstrates the knowledge, skill, and ability to successfully perform the duties of the position.

Educational Requirements

A bachelor's degree from accredited college or university in computer science, information systems, or related field is preferred.

Preferred Experience

- Experience in the development and support of application software.
- Knowledge of or experience with Perl, Java PHP, ColdFusion, Informix, and SQL databases and familiar with Linux.
- Knowledge of court operations and CM/ECF.
- Working knowledge and development experience with Microsoft products and operating systems.
- Knowledge of Drupal, Visual Basic, MS Office forms, macros, and Excel pivot table.
- Experience and advanced knowledge in one or more of the following areas: software development life cycle, web design and development, framework utilization, and web services.
- Thorough understanding of JavaScript, jQuery, JSON, AJAX, HTML.5 and CSS3.
- Working knowledge of database technologies, including but not limited to Microsoft SQL and MySQL.
- Development experience with SharePoint designer and Visual Studio.
- Experience with Microsoft SQL Server Reporting Services.
- Installation and technical support experience in the following applications, software, and hardware: Microsoft Word, Outlook, VMWare, CISCO, Audio/Visual Equipment, and Mobile.
- Skilled in providing outstanding customer service with a can-do attitude and friendly approach to solving user issues.
- Ability to communicate technical information effectively (orally and in writing) to end users in a manner that they can understand.

The successful candidate must have a professional demeanor, be self-motivated, hold themselves accountable to high professional standards, and possess excellent time management and organizational skills. This position requires some physical demands such as moderately heavy lifting. Travel within the district is required. The position also requires occasional travel outside of the district for training, meetings, or conferences. Duties may require working during non-business hours.

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 insurance plans.
- 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 contributions.

Conditions of Employment
Applicants must be U.S. citizens or permanent residents seeking U. S. citizenship. Only qualified applicants will be considered for this position. All applicants' information is subject to verification. Selected applicant will be hired provisionally, pending *an FBI fingerprint check and successful completion of a full background investigation.* An updated investigation, similar to the initial one, will be conducted every five (5) years, thereafter. Employee retention depends upon a favorable suitability determination.

This position is subject to mandatory electronic direct deposit of salary. Employees of the U.S. Bankruptcy Court are hired under Excepted Service Appointments and are *not* covered by the Office of Personnel Management's civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. Court employees are considered "*at-will*" and can be terminated with or without cause by the court. All court employees are required to adhere to a Code of Ethics and Conduct as well as specific employee policies and performance expectations. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Applicant Information
The Court reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. The court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed. Only applicants selected for an interview will be notified. Multiple positions may be filled from this announcement.

Application Procedures
To apply for this position, qualified applicants should complete an application package which includes:
1) Cover letter of interest specifically addressing and describing relevant professional experiences as it relates to the required and preferred qualifications listed in the vacancy announcement.
2) A current/detailed resume which includes the names and contacts of three professional references,
3) A completed Application for Judicial Branch Federal Employment (AO 78 Form) which is available on the court's website at: **www.lawb.uscourts.gov/employment.**
4) Copies of official college or university transcripts.

Applications will not be considered complete until Human Resources has received all items listed above. Submit the completed application package **as one PDF file**, via email with the subject line **"HR Confidential" 2018-01** to **joann_walker@lawb.uscourts.gov.** Application package may be mailed to the address below:

U. S. Bankruptcy Court
Western District of Louisiana
Attn: Human Resources Specialist
Confidential #2018-01
300 Fannin Street, Suite 2201
Shreveport, LA 71101

** EQUAL OPPORTUNITY EMPLOYER**