



United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk

Career Opportunity #2012-01

Position: Automation Specialist/Programmer

Location: Milwaukee, WI

Salary Range: CL 26-27, Depending on Qualifications
(Starting salary of \$43,228 - \$59,389)

Opening Date: February 1, 2012

Closing Date: February 22, 2012

The U.S. Bankruptcy Court for the Eastern District of Wisconsin is seeking an Automation Specialist/Programmer who will report to the Systems Manager.

Representative Duties:

- 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 and laptops.
- 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.
- Other duties as assigned.

Mandatory Qualifications:

- Job-related experience with the following technologies: the various server environments (Linux/Unix, Windows 2008, Novell Netware), Active Directory, operating systems (Windows XP, Windows 7), relational databases, programming languages (Perl, PHP, Java), Apache, Tomcat, 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.
- Assumes responsibility willingly with a commitment to providing the best level of service.
- Well-versed in the use of various computer programs, including spread sheets, e-mail, and databases to record and track information.
- A high school education with a minimum of five (5) years of progressively responsible computer related experience which demonstrates the particular knowledge, skills, and abilities to successfully perform the above-listed duties of this position.
- Responsible, organized, customer service focused, and detail-oriented.
- Possesses the ability to manage multiple projects and priorities.

Desirable Qualifications:

- 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, Novell Netware, Linux, or Informix/DB2.
- 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.
- Knowledge of the Bankruptcy Code and Rules, and 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.

Benefits:

This position is covered by the Court Personnel System. A generous benefits package is available and includes:

- Paid federal holidays
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

Information for Applicants:

- The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government.
- Applicants must be United States citizens or otherwise authorized to work in the United States.
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein.
- The initial appointment for this position will be for one year and one day. This position may become a permanent position based on employee's performance and subject to continued funding.
- Employment will be considered provisional pending the successful completion of a

- background investigation. Periodic updates will be required.
- False statements or omissions of information on any application or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- Employees of the Federal Judiciary are hired as excepted service, “at will” employees who are required to adhere to a Code of Conduct.
- Due to the expected high volume of applicants for this position, the court will only communicate with those qualified applicants who are selected to be interviewed.
- Salary commensurate with work experience, prior/present pay history and previous federal government experience.
- Applicants must travel at their own expense.
- Employees must use the Electronic Fund Transfer (EFT) for payroll deposit.
- This position may require occasional travel within the United States. It will also require occasional work on weekends or after hours.
- The court is an equal opportunity employer.
- **Qualified persons are invited to submit: (1) a cover letter; (2) a chronological resume; (3) a completed form AO78 Application for Judicial Employment which is available through our website at www.wieb.uscourts.gov under the “Court Information/Careers” page; (4) references; and an (5) answer to the below question.**

Supplemental Question:

From past experience, please describe an example of how you handled a technically challenging customer support issue. (Answer should not exceed one page in length.)

Interested candidates should submit their application materials electronically through the court’s website at www.wieb.uscourts.gov under “Court Information/Careers/Automation Specialist/Programmer.” If you are unable to submit your application materials electronically, we will accept them in paper format, marked “personal and confidential” at the following address:

United States Bankruptcy Court
Eastern District of Wisconsin
ATTENTION: Human Resources
517 East Wisconsin Avenue, Room 126
Milwaukee, Wisconsin 53202

Application materials submitted without a resume, form AO78 Application for Judicial Employment and answer to the above question will not be considered.

The United States Bankruptcy Court for the Eastern District of Wisconsin is an equal opportunity employer.