

CAREER OPPORTUNITY



THE UNITED STATES BANKRUPTCY COURT DISTRICT OF NEW MEXICO

Vacancy Announcement No. 2013-02
July 7, 2013

POSITION	
Programmer Analyst	
LOCATION	
Albuquerque, New Mexico	
CLASSIFICATION LEVEL	CLOSING DATE
CL 27 (\$45,928 -\$74,628), depending on experience and qualifications.	Open until filled; initial review begins July 15, 2013.
NATURE OF POSITION	
<p>This is a full-time, permanent position with full benefits. Part-time position may be considered. Work hours may vary from the standard 8-5 schedule; flexible schedule, including telework is available. Depending on funding and workload, this position has promotion potential to CL 28, without further competition, after other requirements are met.</p>	
POSITION OVERVIEW	
<p>This position is located in the United States Bankruptcy Court for the District of New Mexico. The programmer analyst is a key professional component of the Information Technology Department and will be responsible for the work related to implementing and modifying existing software applications. In particular, the person in this position will be working on implementation of a new case management/e-filing system developed for the federal courts. The programmer analyst will work with operational staff in the court to help understand their needs and insure a smooth transition. The programmer analyst will also be coordinating this work with automation staff from the court's administrative office and other courts within the judiciary. Representative duties and responsibilities are described in detail in the position description which is available at the court website at http://www.nmb.uscourts.gov/employment.</p>	
QUALIFICATIONS	
<p><u>Minimum qualifications:</u> To qualify for this position at classification level 27 a person must be a high school graduate (or possess the equivalent certification) and must have three or more years of general experience and two or more years of specialized experience, for a total of at least five years of experience.</p> <p><u>General experience:</u> Progressively responsible experience in a multi-user, networked computer setting that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.</p>	

Specialized experience: Progressively responsible experience writing code and adapting existing software applications as well as maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, security and information technology management.

Experience Substitutions: Excess specialized experience may be substituted for required general experience.

EDUCATION

Education above the high school level in an accredited institution may be substituted for the required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of experience. Completion of the requirements for a bachelor's degree from an accredited college or university may be substituted for the required specialized experience.

DESIRABLE QUALIFICATIONS/COMPETITIVE FACTORS:

Programming knowledge and experience developing web-based applications in JAVA and Java Script, and experience in Object Oriented programming techniques are highly desirable. Demonstrated experience using relational databases, SQL, .NET, PERL, VBA or other scripting macro languages a plus. Linux and project management also a plus. Possession of a degree from an accredited college or university in the IT field desirable. The successful applicant will have a history of independently, continually upgrading his/her technical skills and learning to use new technology.

PERSONAL CHARACTERISTICS:

The successful applicant will possess good multi-task management skills, have a customer service orientation, and strong interpersonal, verbal and written communication skills. This applicant must be able to work independently and must be creative in finding informational resources when troubleshooting problems. The applicant must also be a team player, willing to pitch in where needed, and flexible in a constantly changing environment. Attention to detail is critical. Applicant must be a hard-working person, capable of handling multiple priorities in a fast-paced environment.

BENEFITS

Employees of the United States Federal Courts are Excepted Appointments and not included in the government's competitive service classification system. Positions are covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays
- 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
- Paid sick leave in the amount of 13 days per year
- Optional participation in choice of Federal Employees Health Benefits
- 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 Retirement benefits
- Thrift savings plan
- Eligible for private long term disability plan options
- Credit for prior government service

INFORMATION FOR APPLICANTS

Interested applicants should submit the following:

- (1) cover letter
- (2) resume with references (include names, addresses telephone numbers); and
- (3) Application for Judicial Branch Federal Employment, Form AO78 (available for download in .pdf format from the employment information link at www.nmb.uscourts.gov/employment or United States Bankruptcy Court, 500 Gold Avenue SW, 10th floor, Albuquerque, New Mexico).

via: hand delivery, e-mail, fax, or US mail

to: Human Resources, Vacancy Announcement #2013-02

United States Bankruptcy Court
500 Gold Avenue SW, 10th floor
PO Box 546
Albuquerque, NM 87103-0546
E-mail: nmbc_hr@nmcourt.fed.us
Fax (505) 348-2440

Application deadline: Open until filled. Initial review will start on July 15, 2013. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. Arrangements may be made for off-site testing and initial interview to accommodate out-of-town candidates.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Conditions of Employment:

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a criminal background check and FBI Background Check or Investigation, including credit check.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Employees of the United States Bankruptcy Court are Excepted Service Appointments and is not covered by the competitive services provisions of executive branch employment. This is commonly known as “at will” employment and can be terminated with or without cause by the Court. In addition, under the court’s personnel policies, the successful candidate will be on a probationary employment status for one year, and may be removed, without recourse, at any time.
- Employees of the U.S. Bankruptcy Court are required to adhere to a Code of Ethics and Conduct which is available to applicants to review upon request.

For additional information on the United States Bankruptcy Court, see our web site at:
www.nmcourt.fed.us/bkdocs

The United States Bankruptcy Court Is An Equal Opportunity Employer