



VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

VACANCY #2023-01

POSITION:	Systems Analyst/Programmer	POSITION AVAILABLE:	Negotiable
TYPE:	Full-Time	POSTING DATE:	05/08/2023
DUTY STATION:	Portland, Oregon or Eugene, Oregon	CLOSING DATE:	Open until filled – Submit your application by 05/21/2023 to ensure consideration. We will continue to review applications received after 05/21/2023 until the position is filled.
SALARY RANGE:	Eugene: CL-27 (\$55,266-\$89,867) Portland (<i>includes locality pay</i>): CL-27 (\$59,289-\$96,408) Pay is set based on work location, qualifications, and experience.	<i>Check the status of this position on the court's website at www.orb.uscourts.gov</i>	

The United States Bankruptcy Court for the District of Oregon is looking for a highly motivated individual to join our professional team as a **Systems Analyst/Programmer**. The position is available in either the court's Portland, Oregon or Eugene, Oregon office. The court has 4 judges, 8 chambers support staff, and 28 staff in the clerk's office. The IT team consists of the Director of Information Technology and 5 support staff. The IT team provides support for both offices.

Our headquarters is located in Portland, on the Columbia and Willamette Rivers, known for its bicycle paths, parks, and proximity to natural wonders such as the Columbia River Gorge, Mount Hood, and the Pacific coast. It's famous for its food trucks, eco-friendliness, coffeehouses with obsessive baristas, microbreweries and distilleries, and public transportation.

Our divisional office is located in Eugene, the second largest city in Oregon. It is home of the University of Oregon and noted for its focus on the arts, natural beauty, and recreational opportunities, especially bicycling, running, rafting, and kayaking. You could feasibly spend the morning hiking or skiing in the mountains and then drive to the coast for sunset and a stroll on the beach!

The successful candidate can reside in either location.

POSITION OVERVIEW

The Systems Analyst/Programmer provides court unit support for various national and local applications. The primary focus of this job is to prepare and deploy images, software packages, and scripts to physical devices and virtual machines and assist the systems administrator with maintaining the court's case management application.

Duties include:

- Create, test, and deploy operating system images for workstations and virtual machines using a deployment toolkit.
- Prepare software packages and scripts to be deployed via an endpoint management tool.
- Analyze, test, and document available configuration settings for each application.
- Maintain and patch software on test virtual machines.
- Assist with the design, development, and maintenance of the court's intranet and internet sites.
- Assist systems administrator with installing and debugging the court's case management system.
- Assist systems administrator with creating and maintaining local code modifications.
- Assist systems administrator with maintaining the court's financial applications.
- Prepare and maintain documentation for local software modifications and deployment procedures for commercial software.
- Assist the systems administrator in researching and resolving potential security vulnerabilities.
- Install and maintain software used to record hearings.
- Assist in supporting courtroom technology, including sound systems and recording software.
- Serve as court's local email administrator and backup telephone administrator.
- Respond to incoming telephone, text, voice mail, email and in-person requests for assistance and resolve problems with hardware, software, networks, and other computer-related technologies if dedicated support staff are unable to address the requests.
- Assist new employee onboarding and offboarding on an ad hoc basis.

QUALIFICATIONS

Education and Eligibility Requirements:

- Minimum of a high school diploma or the equivalent.
- Must be a U.S. citizen or eligible to work in the United States.

The applicant may use experience and/or education to meet the requirements to qualify for the position.

- Two years specialized experience in or closely related to the position's work that has provided the following knowledge, skills, and abilities to perform the duties:
 - Skill in installing and configuring software using endpoint management tools.
 - Knowledge of programming languages, databases, application design, and managing code in a code repository. Basic familiarity with Linux operating systems, Java and Perl programming languages, Informix database SQL, Jaspersoft reporting software, and GitLab code repository.
 - Skill in writing simple computer programs and scripts for various purposes, including skill in writing program documentation.
 - Skill in evaluating and testing application settings when deploying software.
 - Skill in generating or adapting programs, equipment, and technology to serve users' needs.
 - Basic familiarity with website development tools, such as SharePoint and Drupal.
 - Knowledge of computer systems and networks, including skill in determining causes of operating errors.

- Knowledge of commonly used business applications, such as Microsoft Office, Teams, OneNote, Zoom, Adobe Acrobat, Firefox, Chrome, and Edge browsers.

And/Or

- Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:
 - An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
 - Standing in the upper third of the class;
 - "3.5" average or better in the major in a field of study closely related to the subject matter of the position.
 - Election to membership in Phi Beta Kappa, Sigma Xi, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
 - Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in a field closely related to the subject matter of the position.

The items listed below are preferred work experience and qualifications but are not required:

- Certification in Microsoft, Linux, Cisco, HP, or similar technologies.
- Bachelor's degree in Information Technology, Computer Science, or relevant field.

Personal Characteristics:

- Meticulous work habits and high attention to detail.
- Excellent interpersonal skills and the ability to work collaboratively in a team environment.
- Maturity, good judgment, high ethical standards, and a positive work attitude.
- Highly organized and able to multi-task, as well as manage projects and meet deadlines.
- Ability to communicate professionally, both orally and in writing.

Other Requirements:

- Periodic work during non-business hours including weekends.
- Occasional travel to district offices or to training centers and seminars.
- Ability to telework from home or alternate work location, for example in the event of inclement weather or emergency office closure.

APPLICATION PROCEDURES

Email the following list of required application documents to hr@orb.uscourts.gov and reference **Vacancy #2023-01** in the subject line.

Documents must be submitted in a single PDF file in the following order:

(Important: Do not attach multiple documents and make sure your document is a single PDF file in the following order.)

1. Cover letter:

- Reference job vacancy number **#2023-01**
- Include an email address and phone number in your contact information

2. Chronological resume which includes:

- education
- work history

- names and addresses of employers
- dates of employment
- work performed
- significant accomplishments

GENERAL INFORMATION

- Applicants must be a U.S. citizen or eligible to work in the United States.
- This is a High-Sensitive position within the Judiciary. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and receive a favorable employment suitability determination. The background investigation will be updated every five years.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>
- Excepted service appointments are AT WILL and can be terminated with or without cause by the court.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The best qualified will be contacted for interviews. Candidates for interviews may travel at their own expense or be interviewed via telephone and/or videoconference.
- Candidates not contacted for an interview should check the status of the position on court's website by clicking on the employment link. The vacancy announcement will be removed from the employment page when the position has been filled.
- This announcement is posted on the court's internet web site at <https://www.orb.uscourts.gov/employment>

BENEFITS

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs. Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page:

<https://www.uscourts.gov/careers>.

- Paid Time Off
 - 13 days of vacation per year for the first three years of service, 20 days of vacation per year after three years of service, 26 days of vacation per year after fifteen years of service
 - 13 days of sick leave per year
- 11 paid holidays per year
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation)
- Vision and dental insurance (optional participation)
- Life insurance program with a government contribution (optional participation)
- Flexible Spending Program (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)
- Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (employer matching, similar to 401K, optional participation)

**Participation in the Federal Employee Retirement System (FERS) is mandatory. Employees appointed to a position on or after January 1, 2014 contribute 4.4% of their base pay each paycheck to the Basic Benefit Plan. <https://www.opm.gov/retirement-services/fers-information/>*

Other Benefits:

- Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
- Flexible and alternative work schedule opportunities
- [Public Service Loan Forgiveness Program](#)
- Virtual learning through the Judiciary Online University

The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer

The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer and values diversity in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources at hr@orb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the court may select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.