UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF VIRGINIA

POSITION ANNOUNCEMENT

POSITION: **Automation Support Specialist II**

LOCATION: **Norfolk, Virginia**

SALARY RANGE: **$41,070 - $73,340 (CL 26) (Career progression to CL 27), depending on qualifications, experience, and education**

OPENING DATE: **April 15, 2009**

CLOSING DATE: **Open until filled — To ensure consideration application should be received by 4:00 p.m. on May 1, 2009**

ANNOUNCEMENT NO.: **09-005**

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Virginia, Norfolk Division, is accepting applications for a full-time, permanent **Automation Support Specialist II** position.

POSITION OVERVIEW:
The Automation Support Specialist provides technical automation support to the court. The incumbent assists in customizing programs for local needs and trains personnel in their use; installs hardware and software; troubleshoots and fixes technical program problems and technically supports area network systems such as electronic mail systems. A position description, which provides additional information, is available upon request.

QUALIFICATION REQUIREMENTS:
The requirements include but are not limited to general knowledge of the functions and procedures of the Clerk's Office. Good knowledge of computer processes and capabilities, including programming languages, database management, and networks. Hands-on skill troubleshooting and repairing personal computers, ability to support related software including Windows XP, Microsoft Office, Word Perfect, and similar applications. Ability or aptitude to learn to configure and

support servers running operating systems such as Windows Server Platforms and Linux. Ability to configure and support networked resources. Ability or aptitude to learn to configure and support video teleconferencing equipment. Ability to communicate with and train court personnel. Ability to perform routine hardware maintenance. Ability to work as part of a team.

GENERAL EXPERIENCE:
Ability to keep automated equipment operating effectively. Ability to assist in customizing programs for court needs and training personnel in their use. Ability to assist in developing procedures and standards for data entry to ensure validity of the data. Aptitude and interest necessary for the continual renewal of skills as technology advances. At the CL-26 level, progressively responsible work that indicates the possession of, or the ability to acquire, the particular knowledge and skills to perform the duties of the position is required.

SPECIALIZED EXPERIENCE:
For CL-26, qualified candidates must have a minimum of one year of specialized experience in a responsible operational, administrative, or technical position in which they have gained general knowledge of the concepts, principles, and theories of computer technology. At least one year of experience is required at or equivalent to the next level below the level of the position for which the person is being considered. For CL-27, the minimum requirement is two years experience in the above described experience, including at least one year of experience at or equivalent to the next level below the level of the position for which the person is being considered.

EXPERIENCE SUBSTITUTIONS:
Excess specialized experience may be substituted for required general experience.

EDUCATIONAL SUBSTITUTIONS:
Education above the high school level in accredited institutions may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because court support positions require hands-on experience to be credited as specialized experience.

APPLICATION PROCEDURE:
Submit applications to:

IT Manager – 09-005
United States Bankruptcy Court
701 E. Broad Street, Suite 4000
Richmond, VA 23219-1888

(Please note: "EMPLOYMENT APPLICATION" on the outside of the envelope.)

Applicants should complete an Application for Judicial Branch Federal Employment (AO-78); however, a resume is acceptable. A cover letter and salary history should be included as well. A Form AO-78 must be completed by applicants selected for an interview. Current employees of the Clerk's Office need only submit a letter expressing their interest in the position. Upon selection, the applicant must complete the AO-78, noted above.

For any questions about this position, please contact the Human Resources Officer at 804-916-2496.

To obtain a copy of Form AO-78, please go to the court's website, www.vaeb.uscourts.gov and click on the General Information button, then select Job Opportunities. To learn more about the federal courts, go to www.uscourts.gov.

OTHER INFORMATION:
The applicant considered for appointment will be subject to a background check.

This position is subject to mandatory electronic funds transfer for payment of net pay.

Only well-suited applicants may be invited for personal interviews. Only those applicants selected for an interview will be contacted. The best-suited applicant will be selected. The conditions of this position announcement are subject to modification without prior notice being given. Only applicants invited for personal interview will be advised of the outcome of the applicant selection process.

FEDERAL BENEFITS:
Employees of the United States Bankruptcy Court are not included in the government's Civil Service classification and are at-will employees. They are, however, entitled to benefits similar to other federal employees. Benefits include:

- 10 Paid Holidays per Year
- 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 of federal service
- Paid Sick Leave in the amount of 13 days per year
- Optional participation in the Federal Employees Health Benefits
- Optional participation in the Federal Employees Group Life Insurance
- Optional participation in the Federal Employees Dental and Vision Insurance
- Optional participation in the Commuter Benefit Program
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement Program
- Thrift Savings Plan
- Long Term Disability Plan Options
- Long Term Care Insurance
- Flexible Benefits Program
- Credit Union Participation

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.