

**United States Bankruptcy Court
Southern District of Mississippi**

Notice of Vacancy – Web Developer

Announcement No. 16-02

August 2016

Position Title: Web Developer
Position Type: Full-time, 40 hours per week
Location: Jackson, Mississippi
Salary: CL 27/28 \$47,390 - \$71,012
Position Available: December 2016

Application Deadline: Until filled

Position Description

The United States Bankruptcy Court, Southern District of Mississippi, is seeking applications from qualified candidates for the position of Web Developer. The Web Developer will work in a team environment providing support to the staff of the U.S. Bankruptcy Court. The incumbent is responsible for development and continuing maintenance of the internal and external website in a manner consistent with the court's vision, mission, and end-user needs. The incumbent will analyze the needs requirements for developing and designing internet/intranet web based information delivery systems including interfaces with existing/proposed systems used by the Court. The incumbent reports directly to the Director of Administrative Services.

Representative Duties:

- Design, develop, operate, and maintain all office web sites and pages using established web technologies and programming languages.
- Provide technical support of the office's web sites, including underlying tree structures to multiple internal web sites, web pages, and/or applications.
- Coordinate all web development efforts, analyzing user needs and software requirements.
- Determine feasibility of design within time and cost constraints for new or revised web pages or application access.
- Work closely with Court Managers to identify and define web site content and perform conversions of existing information into web format. Convert end user processes and procedures into a more intuitive form. Use multi-media, graphic software, and other tools to redesign information into a more understandable form for web dissemination.
- Develop web-based applications (including mobile applications) and databases using web services, Open Database Connectivity, and client/server techniques.
- Analyze and assess the existing web structures, requirements, and technological developments to ensure full performance of the web sites.
- Confer with end users, both internal and external, to position the office for current and future web technologies.
- Write code to specifications. Prepare and maintain the documentation of all locally-developed software used at the site. Develop custom reports. Prepare flow charts. Perform routine testing.

- Install or assist in the installation of new or revised releases of national systems.
- Work within AO policies and guidelines for Internet and Intranet sites, along with other federal guidelines and requirements.
- Provide backup support for other information technology positions.
- Other duties as assigned.

Minimum Qualification Requirements:

- High school diploma or GED
- CL 27 placement requires two years specialized experience (progressively responsible experience related to the technical aspects of web site design, development, implementation and maintenance) with one year equivalent to a CL 25, or a Bachelor's Degree with an overall 2.9 or better average.
- CL 28 placement requires two years specialized experience with one year equal to a CL 27, or a Master's Degree.
- Excellent troubleshooting and communication skills (both written and verbal) are a must. Ability to communicate with and train staff. The incumbent must possess exceptional analytical skills. Ability to assimilate all the up-to-the-minute technologies related to Web design and implement them. The incumbent must possess excellent communication and interpersonal skills. Applicants should be well groomed and exhibit professional appearance.
- Experience with HTML, XML, IIS Apache and CSS
- Preferred – A bachelor's degree from an accredited college or university in computer science, information management or a related field.
- Preferred – Experience with Sharepoint, ASP, SQL, Java, JavaScript, Adobe Creative Suite, PHP, ASP.net, Web Services (general), Open Shift.
- Preferred – Experience with a Context Management System such as Umbraco, Drupal or Word Press.

Background Check Requirement

This is a sensitive position within the Judiciary. The selected candidate will be subject to a background investigation (including credit check, and technical fingerprint check through the FBI Criminal Justice Information Services Division database) as a condition of employment.

Selection Process

Only the most qualified applicants will be invited for personal interviews. Final selection will be based on the results of interviews and subsequent background investigations. The court does not reimburse interview and/or relocation expenses. Offers may be extended, and the position may be filled, prior to the application deadline.

Benefits

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under Excepted Appointment and are considered "At-Will" employees. Employment benefits include:

- Participation in the Federal Health Insurance, Federal Employees Life Insurance, Federal Employees Group Long Term Disability, Federal Employees Retirement System, Thrift Savings Plan and a Flexible Spending Plan;
- Choice of health plans; optional dental and vision health plans;
- 10 paid holidays per year;
- Free Parking; and
- Mandatory Electronic Funds Transfer (EFT) for net pay.

Application Package Requirements

Failure to comply with **all** application requirements may result in disqualification of application.

Each application package **must** include four components:

- 1) **Application for Judicial Branch Federal Employment (Form AO 78)*;**
- 2) **Resume with professional and personal references;**
- 3) **Copy of college transcript;** and
- 4) **Letter of application** (not to exceed three pages) that specifically addresses the applicant's qualifications, skills, and experience relative to web development including development languages, general office applications and each requirement and preference (where applicable) for this position.

*Application for Judicial Branch Federal Employment (Form AO 78) may be completed and submitted online from www.mssb.uscourts.gov.

Submission of Application Package

Submit application package **including** Application for Judicial Branch Federal Employment (Form AO 78) in Portable Document Format (PDF), via email to:

2016_web_developer@mssb.uscourts.gov

Application Checklist:

- A complete application package includes four components.
- Review all electronic documents before submission.
- Questions – Lisa Garrison at lisa_garrison@mssb.uscourts.gov or 601-608-4609.

The United States Bankruptcy Court is an Equal Opportunity Employer