

UNITED STATES BANKRUPTCY COURT
DISTRICT OF SOUTH CAROLINA

Ann. No. 06-06

Announcement Date: August 30, 2006 **Closing Date: Open until filled**

Position Title: AUTOMATION ADMINISTRATOR/PROGRAMMER

Location: Columbia, SC

Salary Range: \$37K to \$61K

Classification Level: CL- 26 to 27 Depending on Qualifications
Possible promotion potential to CL-28

DUTIES AND RESPONSIBILITIES: The Automation Administrator/Programmer assists the Automation Manager in overseeing the introduction, application and operation of all automated systems in the court; develops and adapts software to meet the needs of the court; and trains court personnel to use the systems.

QUALIFICATIONS: A minimum of three years of general business experience and two to three years of automation (specialized) experience is required. A degree in computer science (or related field) and experience in .NET and Delphi are preferred. Additional experience in Linux, Perl, Windows, Novell, office productivity software, and Lotus Notes are a plus. The Administrator must have the ability to match automation solutions to functional requirements and, in addition to the technical expertise, must also possess strong written and verbal communication skills as well as strong interpersonal skills.

APPLICATION PROCEDURE: Submit resume which includes job history, salary history, and three work references w/phone numbers, marked CONFIDENTIAL, to:

Human Resources Administrator,
United States Bankruptcy Court
1100 Laurel Street
Columbia, South Carolina 29201

A background investigation will be conducted on the person selected for the position. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay. The United States Courts require employees to adhere to a Code of Conduct; persons selected for interview may request to review this Code at the time of the interview. Expenses for interviews or relocation are not authorized for reimbursement.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. This job announcement may result in more than one position described herein being filled. The Court will only communicate with those qualified applicants who are selected for interview and testing. If you are not notified, another applicant was selected.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.