

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
VACANCY ANNOUNCEMENT # 2015-05**

Intern - Programmer

Location: Raleigh, NC

Salary Grade/Range: \$10.07-22.00 / hour

Closing Date: Open Until Filled

POSITION:

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of North Carolina, is accepting applications for a one semester/to one year temporary position (renewable based on performance and budget) of Programmer. We are looking for a candidate to join us in accomplishing our mission of providing courteous, efficient and quality service to the court, the bar and the public.

QUALIFICATIONS

Must be currently enrolled in college pursuing a degree in computer science or another scientific / technical field. Demonstrable experience in programming required (course-work is acceptable). Web programming experience is a definite plus. SQL experience is a plus.

In addition to the above technical skills, the ideal intern would possess the following skill set:

- Be self-motivated, proactive, accountable, autonomous, and solutions-oriented mind-set;
- Have the ability to work effectively without close supervision;
- Have the ability to work well in a collaborative, results-oriented environment.

RESPONSIBILITIES

Primarily, the intern will assist the IT department with software development efforts. The entire lifecycle of software development will be practiced, from requirements gathering to designing to programming to documentation. Technical support may be required depending on staffing levels on a particular day. Occasional lifting of medium to large sized computer equipment is possible.

The internship has a time frame of one (1) semester, with a minimum 16-hour per week commitment. The successful intern may have the option to continue work over multiple semesters. The Court will work with the individual student and school in crediting internship experience, though school credit is not guaranteed.

INFORMATION FOR APPLICANTS: Current academic transcript required. The successful candidate is subject to a background check or investigation which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination. The U.S. Bankruptcy Court requires employees to follow a code of conduct available upon request. Due to the volume of applications received, the United States Bankruptcy Court will only communicate to those individuals who will be tested or interviewed for open positions. No funds are available for reimbursement of travel expenses in connection with interviews (or parking). You must be a U.S. citizen or eligible to work in the U.S.

APPLICATION PROCEDURE: Interested candidates please submit cover letter of interest, resume, and academic transcripts to: Heather Nichols, Human Resources Specialist at heather_nichols@nceb.uscourts.gov Please insert "Programmer Internship Opportunity" in the subject line.

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<http://www.nceb.uscourts.gov>