

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA**

VACANCY ANNOUNCEMENT 2022-01

Project Manager

POSTING DATE: June 6, 2022
CLOSING DATE: Open Until Filled
****First Interim Cut-Off:** July 1, 2022

Location: Remote/full-time Telework
Salary Grade/Range: CL 27 (\$52,967 - \$86,084)
up to CL 29 (\$75,493-\$122,693)
**** Depending upon experience and qualifications**

POSITION:

The Clerk of the United States Bankruptcy Court for the Eastern District of North Carolina is accepting applications for a permanent position of **Project Manager**. We are looking for a new team member to join us in accomplishing our mission of providing courteous, efficient and quality service to the court, the bar and the public. The Project Manager works directly with end users, gathering requirements and creating project plans for a pool of staff programmers in a C#.Net environment. In addition, the Project Manager will develop, write, edit, and revise written technical documentation supporting various computer applications and/or custom designed applications and systems developed locally or nationally. The Project Manager will test functionality of computer applications and train end users in their successful use. CourtSpeak is currently used in production in 52 bankruptcy courts and 9 district courts. The CourtSpeak team provides the following to all courts who use the product: installation, technical support, and programming. 100% of work performed by the CourtSpeak team is performed on behalf of other courts. The Project Manager will be the face of this national program.

MINIMUM QUALIFICATIONS:

An undergraduate degree in a technical subject (computer science, engineering, chemistry), journalism, or communications is preferred. Supervisory and/or project management experience is necessary. Strong writing skills, technical knowledge, and hands on experience with Microsoft Office is required. The successful candidate must possess excellent English oral and written skills including presentation skills and have the ability to translate highly technical terms and jargon into easily understood Basic English for non-technical lay persons.

QUALIFICATIONS REQUIRED - TECHNOLOGIES

Project management experience preferred (familiarity with Agile and Scrum processes desired). Familiarity with MS Office products such as Excel. Familiarity with Azure DevOps or other sprint-based project management system such as Jira. Strong preference will be given to those with court experience, specifically working knowledge of CM/ECF.

PERSONAL CHARACTERISTICS: Successful candidate must be a self-starter, highly organized, a good listener, an independent problem solver, mature, responsible, tactful, maintain a professional appearance and demeanor at all times, demonstrate initiative and the ability to exercise good judgment, be able to work harmoniously with others, and communicate effectively. Integrity and confidentiality are a must.

BENEFITS: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees. These benefits include: 13 days paid vacation for the first three years of employment, 20 days after three years, 26 days after 15 years; 13 days paid sick leave per year; 11 paid holidays per year; choice of medical, dental, and vision coverage from a wide variety of plans; life insurance options; Federal Employees Retirement System; immediate participation in the Thrift Savings Plan (401K plan); optional participation in the Judiciary's Flexible Spending Program; and Commuter Benefit Program (dependent on fiscal year funding). A flexible work schedule and a professional environment. Electronic Funds Transfer for payroll deposit is required. Salary will be based on experience and qualifications.

APPLICATION PROCEDURE: Applicants must submit a cover letter, official application, and resume to: HumanResources@nceb.uscourts.gov with the Subject Confidential: 2022-01-Project Manager. The Official Application (AO78) may be obtained at www.nceb.uscourts.gov. Travel and relocation expenses will not be reimbursed. Final candidates are subject to an FBI fingerprint and background check.

INFORMATION FOR APPLICANTS: Applicants MUST be United States citizens or lawful permanent residents actively seeking citizenship. 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 or parking expenses in connection with interviews.

- The United States Bankruptcy Court is an Equal Opportunity Employer -