CAREER OPPORTUNITY

United States Bankruptcy Court
Central District of California

Los Angeles Division	**Santa Ana Division**	**Riverside Division**	**San Fernando Valley**	**Northern Division**
255 E. Temple Street	411 West Fourth Street	3420 Twelfth Street	21041 Burbank Boulevard	1415 State Street
Los Angeles, CA	Santa Ana, CA	Riverside, CA	Woodland Hills, CA	Santa Barbara, CA

BASIC INFORMATION

Position: IT Intern - Programmer
(Temporary through 9/30/2025)

Location: District-Wide

Salary: CL 24 $ 51,598 - $ 83,859

Announcement: 25-03

Opening Date: June 30, 2025

Closing Date: Until Filled

POSITION OVERVIEW

The IT Intern - Programmer provides analysis of user needs and the current/future equipment and resource needs of the court, assists with the management and deployment of databases using SQL Server, assists in the development of complex project plans, manages resources to ensure that projects are completed on time, on budget, and to the satisfaction of stakeholders. The incumbent assists with the creation, customization, and deployment of business applications and workflows using Microsoft Power Apps (low-code platform) and SharePoint and collaborates in the design, development, testing, and maintenance of internal applications using Visual Basic (VB), .NET, C#, Windows Server, IIS, and REST/HTTP APIs.

The duties of the IT Intern - Programmer include but are not limited to: providing technical support to court staff to resolve application issues; performing remote troubleshooting through diagnostic techniques and pertinent questions; monitoring day-to-day operations of the locally and nationally supported programs, applications, systems, and databases; providing application configuration guidance, utilizing Microsoft Power Apps, SharePoint, HTML, Java, and other programing languages to develop system features to meet end user needs, and to maintain and enhance the efficiency and effectiveness of locally and nationally developed systems and databases; maintaining contact with other automation court personnel for the purpose of remaining knowledgeable of developments, techniques, and user programs; assisting with the design, modification, and implementation of short and long-range automation improvement plans for the court, ensuring that changes can be implemented with minimal disruption to the work of the court; ensure system configurations are documented; recommending and developing software solutions to enhance both existing and new systems; and developing, implementing, and maintaining small- and large-scale projects from inception to delivery, including developing complex project plans, thorough design plans, and detailed timelines.

QUALIFICATIONS

To qualify for the position of Programmer/Systems Administrator, an applicant must possess a minimum of one (1) year of specialized experience. Specialized experience is progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their application, terminology and methodology, including the accomplishment of computer project assignments that involve systems analysis, design, programming, implementation, integration and management. The candidate must possess the ability to analyze problems and assess the practical implications of alternate solutions. Must have outstanding organizational and interpersonal skills and be capable of effectively explaining technical concepts to personnel at all levels of IT knowledge. Excellent written and oral communication skills required. Applicants must be able to plan, organize, and prioritize work in an effective and timely manner. Prior work experience with the Federal Judiciary a plus.

EDUCATION

Completion of a bachelor's degree in Computer Science or Information Technology, Management Information Systems or related field is highly desirable. High School Diploma, GED, or the equivalent is preferred.

PLEASE NOTE: Education transcripts must be submitted for verification prior to the start of employment.

BENEFITS

The Judiciary offers a benefits package to temporary employees which includes:
- Paid holidays
- Paid vacation (retroactive after 90 days of employment)
- Paid sick leave
- Public transportation subsidy (dependent upon fiscal year funding)

INFORMATION FOR APPLICANTS

Applications should be submitted by email to HRApplications@cacb.uscourts.gov. Attached documents must be in PDF format and the email should reference the *position title and vacancy no.* in the subject line. Applications may be mailed or submitted in person to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012.

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Temporary positions may be converted to permanent without further competition. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at-will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.