

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF MICHIGAN



## VACANCY ANNOUNCEMENT

**OPENING DATE:** February 21, 2025  
**POSITION TITLE:** Applications Support Specialist  
**LOCATION:** Detroit, MI  
**SALARY RANGE:** CL 27 (\$65,225-\$106,053) *Promotional potential to CL28, without further competition*  
**CLOSING DATE:** March 24, 2025

---

The United States Bankruptcy Court for the Eastern District of Michigan is accepting applications for a full-time **Applications Support Specialist** available for the Clerk's Office of the United States Bankruptcy Court for the Eastern District of Michigan in Detroit.

**OVERVIEW:**

The incumbent is responsible for systems and applications programming, installation, design, development, testing, deployment, and support. The **Applications Support Specialist** reports to the IT Director.

**REPRESENTATIVE DUTIES:**

- Develop, upgrade, and maintain the court's external website using Drupal content management system (CMS) and the intranet site using Microsoft Power Automate and SharePoint.
- Partner with IT colleagues to learn national systems and program applications and participate in planning and acquiring systems and applications for the court.
- Coordinate with the System Administrator to administer, upgrade, monitor, and troubleshoot all technical aspects of the Court Management Electronic Case Filing (CM/ECF) system.
- Coordinate with the System Administrator to develop, program, implement, deploy, and upgrade locally developed applications and systems.
- Write codes and maintain local client-server and web application programs using third-generation (3GL) and fourth-generation (4GL) programming languages.
- Install, upgrade, and maintain the ChapWeb and ChapMobile court chambers calendar programs.

- Research and test applications' compatibility, integration, installation, design, development, and deployment for court systems to develop application features to address end-user requirements.
- Develop and maintain technical documentation for systems and applications.
- Provide Tier 2 IT helpdesk support for desktop hardware and software, virtualization (VDI), printers, and related networking devices to ensure optimal day-to-day operation of court services.
- Provide after-hours on-call support for court staff and judges.
- Research and recommend IT hardware and software procurement for court services and other related duties or projects as assigned.

### **QUALIFICATION REQUIREMENTS:**

- Experience/knowledge in standard programming languages ASP.Net, Java, JavaScript, Linux shell scripts, C#, and Perl.
- Experience/knowledge in installing, configuring, and troubleshooting complex computer software and hardware issues.
- Experience/knowledge supporting Linux/Unix/Windows Server operating systems; Adobe, Office 365, Outlook, Microsoft Power Automate, and SharePoint applications.
- Experience/knowledge supporting virtual desktop infrastructure (VDI) systems and applications.
- Experience/knowledge supporting Postgres, SQL, and Informix databases, including complex SQL queries and scripting.
- Experience/knowledge supporting SharePoint, Microsoft Power Automate, and Drupal content management system (CMS) to maintain websites and workflow development.
- Experience/knowledge supporting enterprise calendar programs.
- Experience/knowledge architecting, developing, testing, supporting, and documenting software deployment for desktops/servers, command-line interfaces, websites, or mobile applications.
- Experience/knowledge translating business requirements into technical design using innovative technologies to achieve court service and user performance.

### **SPECIALIZED EXPERIENCE**

- To meet the minimum qualification requirements, an applicant must have two years of specialized experience **OR** a bachelor's degree in Information Technology from an accredited college or university and **one** of the following superior academic achievement requirements.
  - An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
  - Standing in the upper third of the class;
  - "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
  - Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or

- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

### **PREFERRED EXPERIENCE**

- Possess in-depth knowledge and experience of IT hardware, software, programming languages, and IT project management.
- The ability to adopt innovative solutions, prioritize, manage multi-tasks, and work effectively under pressure, independently or in a team environment, to solve technical issues and implement projects.
- Exceptional interpersonal skills to communicate technical concepts to court staff and judges, written and oral.
- Excellent customer service and organizational skills and attention to detail.

### **BENEFITS:**

The United States Bankruptcy Court provides a generous benefits package, competitive salary, a dedication to work/life balance, including flexible schedules and telework opportunities. Judicial employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long-term care options, annual sick leave accrual, and eleven paid holidays per year. Judiciary employees are not covered by the Executive Branch civil service classification system or regulations. For additional information on employment with the federal courts, please visit <https://www.uscourts.gov/careers/benefits>.

### **CONDITIONS OF EMPLOYMENT:**

Applicants must be U.S. citizens or lawful permanent residents seeking citizenship. Appointment will be considered provisional pending the successful completion of an FBI background check. Employees of the Federal Judiciary are required to adhere to the Code of Conduct for Judiciary Employees, which is available to applicants upon request. Direct Deposit/Electronic Funds Transfer is required.

### **HOW TO APPLY:**

Download the *Application for Judicial Branch Employment* at

<https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Email the completed application AND a cover letter, resume, and school transcript (if applicable) as **ONE PDF** to [hr@mieb.uscourts.gov](mailto:hr@mieb.uscourts.gov). Please include **Applications Support Specialist** in the subject line.

---

**THE UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF MICHIGAN IS AN  
EQUAL OPPORTUNITY EMPLOYER**

