



**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF IOWA**

CAREER OPPORTUNITY

Position: ProSecIT (Programmer, IT Security, IT Support)
Duty Station: Des Moines, Iowa
Application Opening Date: April 2, 2026
Open until filled
Starting Salary Range: \$72,164 (CL-28/01) - \$117,339 (CL-28/61)
*Salary commensurate with experience and qualifications.
Full Time (40 hours per week)

Position Summary

This position is located in the Bankruptcy Clerk's Office. The incumbent is a member of the Information Technology Department and reports to the Director of Information Technology. The incumbent is responsible for systems analysis, design, and programming and works with national systems as well as those developed or customized for local use. The incumbent is responsible for court level security in coordination with the 8th Circuit and Administrative Office (AO) Guidelines and Policies. The incumbent will assist and participate in IT Support including Network, PC and Courtroom Technology.

Summary of Representative Duties

- Develops or accepts recommendations from IT Director to increase productivity and quality within the IT Department and court.
- Analyzes, designs, develops, enhances, modifies, tests, and implements new or existing software including local office automation software, multi-user network applications, data communications, security programs, web design, and commercially developed software.
- Ensures systems meet defined business requirements, are quality applications, and maintain data integrity.
- Analyzes software failures to identify the nature and source of the failure and takes corrective action, without compromising the functionality of the software system.

- Develops software and implements processes for extracting and importing data from the court's case management system and for transferring and converting data among different systems.
- Implements local security policies, processes, and technologies that are consistent with the national information security program and collaborates with other judiciary stake holders, such as the AO and other court IT personnel, to identify and advance security initiatives both within and beyond court unit boundaries.
- Proactively engages all users in security awareness and training activities to promote the appropriate use of best security practices.
- Ensures the confidentiality, integrity, and availability of systems, networks, and data across the system development life cycles and creates, promotes, and adheres to standardized processes for the delivery of security services.
- Keeps IT Director informed of the programming and security policies and procedures of the local court and circuit, as well as AO guidelines and mandates.
- Assists IT Director to build, maintain, secure, and manage court network, backups, and server(s).
- Works with the IT Director, Clerk of Court, Chief Deputy Clerk in designing and/or determining hardware and software systems structure, databases, and security hardware capabilities to meet identified needs.
- Advises and instructs court staff on application functions, features, and use of court provided software and developed software.
- Administers other day-to-day operations associated with Linux, Windows, Internet, Intranet, and PC-based systems and network operations.
- Performs other duties as assigned.

Minimum Qualifications

- Associates degree from an accredited college or university in computer science, information systems, or related field with a minimum of two years of specialized* experience, including at least one year equivalent to the CL-27 level. *Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the knowledge, skills, and abilities to successfully perform the duties of the position.
- Consistent, high quality past job experience and performance.
- An attendance record that indicates reliability and commitment.
- Excellent verbal and written communication skills.
- Ability to organize, plan, and solve problems.
- Ability to work independently and with a team.
- Attention to detail.
- Ability to exercise mature judgment.
- Ability to work cooperatively with others, including judicial officers, the public and colleagues.

Preferred Qualifications

A bachelor's degree from an accredited college or university in computer science, information systems, or related field.

Benefits

- 13 days of vacation per year for the first three years of service, 20 days of vacation per year after three years of service, 26 days of vacation per year after fifteen years of service.
- 13 days of sick leave per year.
- 11 holidays per year.
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation).
- Vision and dental insurance (optional participation).
- Life insurance program with a government contribution (optional participation).
- Flexible Spending Program (pre-tax contributions for health/dependent care/transportation expenses, optional participation).
- Federal Employees Retirement System (FERS).
- Thrift Savings Plan (employer matching, similar to 401K, optional participation).
- Public transportation subsidy or parking privileges (dependent on fiscal year funding).

This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.

SELECTION PROCESS

The most qualified applicants will be invited to one (or more) personal interviews with the court. Those selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse candidates for travel or relocation expenses.

Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees are subject to updated background investigations every five years.

APPLICATION PROCEDURE

To be assured consideration for this position, qualified applicant must submit:

- Cover letter detailing qualifications and relevant experience;
- Resume;
- Three professional references; and
- Completed Application for Judicial Branch Employment (AO78)
Available at: www.uscourts.gov/forms/AO078.pdf

Documents must be submitted in PDF format to: IASB_HR@iasb.uscourts.gov

The Bankruptcy Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the

closing date without prior written notice. Incomplete applications, as well as those not submitted electronically, may not be considered. Only those applicants selected for interview will be contacted.

The United States Bankruptcy Court for the Southern District of Iowa is an Equal Opportunity Employer.