



UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT

Announcement Number: **26-13**
Opening Date: **October 21, 2026**
Closing Date: **Open until filled**

Priority will be given to applications received by November 13, 2026.

AUTOMATION SPECIALIST/PROGRAMMER

DUTY STATION: GREENSBORO, NC

CL 27 (\$59,732 - \$97,098)

POSITION DESCRIPTION

The Clerk of the United States District Court for the Middle District of North Carolina is accepting applications for the position of Automation Specialist/Programmer in Greensboro, N.C. The Clerk is looking to hire a person who will help the Clerk's Office and Court work more efficiently and effectively by making responsible use of automation tools, including artificial intelligence. Paramount is that the person hired for this position must be willing to adopt a "service mindset" in which judges and Court personnel are treated as internal clients and who are then assisted with optimizing their processes.

The Automation Specialist/Programmer is part of the Information Technology team responsible for the implementation and coordination of specifically assigned automation projects for the Court. The Automation Specialist/Programmer helps the team and the judges of the Court with the day-to-day operations of its applications, with a particular focus on the Microsoft 365 suite of applications---especially Planner, Power Automate, Power BI, SharePoint, OneDrive, and Teams---as well as artificial intelligence tools to ensure reliable and effective operations.

The position performs work related to designing, modifying, and adapting existing and acquired software. The position is responsible for writing code and, under the direction of the IT Manager, may meet with end users, including judges and law clerks, to analyze their needs, implement software solutions, and perform moderately complex troubleshooting for software systems.

REPRESENTATIVE DUTIES

- Proactively identifies opportunities to advance court programming capabilities and the automation of manual processes; prepares and presents analysis and recommendations to the IT Manager and the Clerk of Court on application strategies, emerging tools, and automation improvements throughout the Court.
- Leads the design and architecture of enterprise software solutions for the Court; delivers development services using API's, Visual Basic (VB), Crystal reports, and JSON data formats; sets the technical direction for custom application development within the IT Department.
- Spearheads programming and automation strategy development for the Court in coordination with office management and the user community; defines application and system requirements that support the mission of the agency and submits software solution recommendations to the IT Manager for approval.
- Develops and supports Power App solutions that improve business processes and user workflows, including in Planner and Teams.

- Designs and supports API integrations and API programming to connect applications, services, and data sources.
- Evaluates and applies AI and chatbot technologies where appropriate to solve problems, improve processes, and increase automation capabilities.
- Maintains contact with other automation personnel at different locations and levels for the purpose of remaining knowledgeable of developments, techniques, and user programs.
- Develops, configures, and supports SharePoint environments, including site collections, web applications, and service applications.
- Provides SharePoint support to end users, coordinating with different departments to understand their requirements and develop solutions.
- Build and maintain SharePoint web parts, Power Automate applications, and Power Automate flows to facilitate the automation of business processes.
- Designs, tests, implements, and manages Microsoft Word templates to be used by staff for the purpose of producing formal documents/reports related to various cases.
- Develops and supports Power BI and other Microsoft 365 applications to support reporting, business intelligence, and operational requirements.
- Develops and maintains Crystal Reports and SAP-related reporting/integration solutions as required to support Court operations.
- Provides technical assistance for various issues for end-users, as needed; technical backup to support team.
- Performs other related duties as required.

REQUIRED QUALIFICATIONS

- Must possess strong customer service skills; the ability to work cooperatively with clients, team members, and managers; the ability to handle multiple priorities in a fast-paced environment; and the ability to follow an assigned project through to completion.
- A successful candidate must be professional, responsible, organized, and meticulous. Must also possess strong analytical skills, tact, good judgment, initiative, and the ability to work with a wide variety of people with diverse backgrounds.
- To qualify for the position of Automation Specialist/Programmer, a candidate must possess at least two years of specialized experience (as defined below):
 - *Specialized Experience:* Progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems analysis, design programming, implementation, integration and management.

PREFERRED QUALIFICATIONS

- Microsoft 365
- Visual Basic
- SharePoint Online
- Microsoft Power Automate
- Power BI
- API programming and integration

- Power Apps
- Crystal Reports and/or SAP reporting/integration
- AI/ChatGPT applications
- Knowledge of, or willingness to learn, court procedures

BENEFITS

Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Supplemental Dental/Vision Insurance, Federal Group Life Insurance Program, and Flexible Benefits Program. A comprehensive summary of benefit information is available for review via [Benefits | United States Courts \(uscourts.gov\)](https://uscourts.gov/benefits).

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable, and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States.

TO APPLY:

To apply for this position, qualified applicants should submit: 1) a completed [Application for Federal Employment](#) 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé. The completed package as a single pdf file should be submitted electronically to ncmdml_persnnl@ncmd.uscourts.gov.

*Interview and relocation expenses are not reimbursable.

The United States District Court is an Equal Opportunity Employer.