



EMPLOYMENT OPPORTUNITY  
with the  
**United States District Court  
Probation Office  
Northern District of Georgia**



**MANAGER OF INFORMATION SYSTEMS**

CL 30

Vacancy Announcement # 26-16

Salary Range: **\$106,388 - \$172,937**

Opening Date: **March 9, 2026**

Closing Date: **Open until Filled.**

Priority will be given to applications received by  
March 23, 2026.

**OVERVIEW:**

The U.S. Probation & Pretrial Services Office for the United States District Court Probation Office is currently accepting applications for a highly skilled IT Manager to provide both strategic leadership and hands-on technical expertise across all aspects of information technology operations. This position oversees IT hardware and software, case management software, inventory systems video conferencing, telecommunications, and local and wide-area networks. The successful candidate will be a leader who values the development of employees, proactively improves processes, and leverages technology to enhance efficiency, security, and service delivery. This position reports directly to the Assistant Deputy Chief or Deputy Chief.

The successful candidate will be an innovative leader who values the development of employees, proactively improves processes, and leverages emerging technologies including responsible and ethical use of AI to enhance efficiency, security, and service delivery

**REPRESENTATIVE DUTIES:**

- Manage, mentor, and develop IT staff by setting clear expectations, assigning and reviewing work, evaluating performance, helping to establish priorities and time schedules, and addressing employee relations issues as they arise.
- Foster a collaborative, learning-oriented environment that encourages professional growth, innovation, and accountability.
- Leads by example with strong communication, customer service, and problem-solving skills.
- Proactively identifies opportunities to improve efficiency, effectiveness, and service delivery, including exploration and implementation of AI tools.
- Evaluate current and future technology and security needs: develop and implement short- and long-term IT improvement plans, including the Continuity of Operations Plan (COOP).
- Conduct cost-benefit analysis and make recommendations for technology investments and system enhancements.
- Oversees IT architecture including servers, virtualization platforms, operating systems, telecommunications, and networks.
- Oversees and monitor IT security policies and tools to protect systems and data, including inventory management, patch management, endpoint protection, vulnerability scanning, perimeter security, intrusion prevention/detection.
- Coordinate and support annual IT security training and compliance with national and circuit-level security requirements.

- Oversees local changes in software and documentation; oversees testing; establishes operating procedures.
- Manage patching, backups, monitoring, and lifecycle maintenance of servers, desktops, mobile, and remote devices.
- Support and maintain court-specific applications, including PACTS, and perform necessary maintenance and upgrades.
- Collaborate with managers, other court units and vendors to access needs, recommend solutions, and maintain effective working relationships.
- Create and maintain clear, well-organized technical documentation and procedures.
- Participate in district, regional and national conferences to enhance professional growth, identify best practices and improve systems and technology support.
- Perform other related duties or special projects, as assigned.

## BENEFITS

- Accrual of paid vacation and sick leave days, based on length of service.
- Eleven paid holidays during the year
- Pre-tax benefit programs (health, dental, and vision insurance; flexible spending accounts; parking reimbursement)
- Available group life insurance
- Telework (for qualified employees)
- Public transportation subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employee's contribution)

### REQUIRED EDUCATION/EXPERIENCE:

- A bachelor's degree from an accredited four-year college or university is required. A degree in the area computer science or another related area is highly preferred.
- At least four years of progressively responsible experience with a minimum of two years of experience supervising staff.
- Must be highly self-motivated, extremely detail-oriented and organized.
- Demonstrated ability to lead, motivate and develop employees
- Strong project management skills with the ability to prioritize and manage multiple deadlines.
- Excellent customer service orientation and sound judgement.
- Commitment to public service.
- Ability to identify new products and solutions to implement new technologies.
- Applicants must be able to travel to our satellite offices located in Atlanta, Gainesville, Tucker and Newnan and Rome.
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

### MINIMUM REQUIREMENTS/REQUIREMENTS:

Bachelor's degree in information technology, computer science, management, or a related field. At least six years of progressively responsible IT experience, including three years in a supervisory or management role. Demonstrated expertise in network administration, cybersecurity, enterprise systems, IT security auditing, and IT project management. Programming experience in one or more languages (e.g., Python, PowerShell, JavaScript, SQL, or similar and familiarity with REST API). Strong leadership, communication, and team-building skills. Ability to work collaboratively with judges, executives, and staff at all levels.

### PREFERRED QUALIFICATIONS:

- Experience with Apple products, iOS operation system and mobile devices.
- Strong technical expertise in most of the following: Microsoft Office, Windows, Patch management and inventory tools (e.g., Qualys, Patch, Quest KACE) and Adobe Acrobat preferred.

## **FBI BACKGROUND INVESTIGATION:**

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and every five years thereafter will be subject to an updated investigation similar to the initial one. The investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination.

### **HOW TO APPLY**

To apply for this position, qualified applicants should submit:

- 1) Federal Judicial Branch Application for Employment [Link to Form AO 78](#)
- 2) Cover letter addressing qualifications and relevant experience
- 3) Chronological resume including education, employment, and salary history

Submit your completed package as a single PDF electronically to:  
HR\_GAND@gand.uscourts.gov

or via mail to:

**United States District Court**  
**Attn: Human Resources Manager,**  
**Vacancy #26-16**  
**75 Ted Turner Drive, SW**  
**Room 2013**  
**Atlanta, GA 30303-3338**

All applicants will be screened, and only the best qualified candidates will be invited for an interview. Interview and relocation expenses are not reimbursable.

**ABOUT ATLANTA:** Rich in arts and culture, “The City in the Forest” is a leader in film and TV production and home to several professional sports teams including the Atlanta Braves, Atlanta Falcons, Atlanta Hawks, Atlanta United, and Atlanta Dream. We enjoy mild winters and a climate that allows for almost year-round enjoyment of numerous parks, hiking trails, and other outdoor recreational areas.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**