



**United States Bankruptcy Court
Northern District of Georgia**

VACANCY ANNOUNCEMENT

Position:	Information Technology Supervisor / Network Administrator
Location:	Atlanta, GA
Opening Date:	April 22, 2026
Closing Date:	May 5, 2026 or until filled
Salary:	CL 28/29 (\$75,699 - \$120,063) based upon qualifications

Overview: The United States Bankruptcy Court for the Northern District of Georgia, the fourth largest of its kind in the country, covers 46 counties and maintains offices in Atlanta, Newnan, Gainesville and Rome. The Clerk's Office has approximately 60 employees that support the work of eight judges.

The Information Technology Supervisor/Network Administrator will coordinate daily functions of the Help Desk Team, with a special emphasis on monitoring and tracking service desk submissions, and will supervise the IT Help Desk staff, maximizing productivity and ensuring compliance with established quality standards.

Additionally, the incumbent will work closely with network administrators to manage the court's network, develop and update standards, and recommend network infrastructure changes as needed. The incumbent will report to and work closely with the Chief Deputy for Information and Technology (Chief Deputy for IT) regarding the long-term design and analysis of the court's network systems related to IT security.

Description of Duties:

Information Technology Supervisor

- Handles the core duties of a Help Desk Team member at a reduced level including responding to help desk calls and e-mails, recording computer problems, and assisting with routine problems
- Regularly reviews and analyzes a broad range of reports to ensure compliance with established quality standards
- Delivers training programs to maximize the work product of IT Help Desk staff
- Plays an integral role in goal setting, one-on-one coaching and writing / conducting appraisals
- Coordinates all end-user support efforts of the IT Help Desk Team
- Provides needs analysis related to the purchase of IT equipment
- Oversees the IT inventory control process for all equipment in service
- Monitors the disposal of IT equipment as needed
- Works with the Chief Deputy of IT in the development and execution of short and long-term technology improvement plans
- Works with the Chief Deputy of IT in the review and development of Court IT policies and procedures
- Collaborates with IT staff, court leadership, and external stakeholders to plan, implement, and document technology projects and initiatives

- Participates in the development, implementation and practiced execution of the Court's Continuity of Operations (COOP) and Disaster Recovery Plans
- Ensures the timely and accurate completion of various technology initiatives

Network Administrator

- Provides technical advisory services to securely design, implement, maintain or modify information technology systems and networks that are critical to the operation and success in the court
- Develops and evaluates new and innovative information technology concepts, approaches, methodologies, techniques, services, guidance and policies that will constructively transform the information security posture of the court
- Works with Network Administrators to maintain and support the court's network infrastructure, including Windows Server environments, VMware, and associated storage solutions
- Works with Network Administrators to manage Microsoft Active Directory, including performing security and managing maintenance, user accounts, file and group memberships
- Works with Network Administrators to manage virtual desktop environment
- Perform other duties as assigned or necessary

Mandatory Qualifications:

- Five (5) years of specialized full-time experience, including supervisory and network administration duties. (Internal candidates: one year of experience must be equivalent to CL-27 or CL-28, respectively.)
- Proven ability to lead, motivate, and develop IT staff, fostering a positive and collaborative team environment
- Strong interpersonal skills, including the ability to resolve conflicts, provide constructive feedback, and mentor team members
- Ability to communicate technical information clearly to both technical and non-technical audiences
- In-depth knowledge of the theories, principles and best practices of desktop computer and mobile device hardware and software, data communications and networking components and information technology security
- Significant experience with virtual desktop infrastructure (VDI), including building and managing parent images, as well as computer hardware, software, operating systems, mobile devices, LAN/WAN, communications, video-conferencing technology, Microsoft Office (Word and Excel), and audio-visual systems
- Excellent written and verbal communication skills
- Outstanding leadership qualities including the ability to exercise mature judgment and work collaboratively with chambers, court staff, the Administrative Office of the U.S. Courts and other agencies
- Self-motivated, results-driven, detail-oriented and organized

Court Preferred Qualifications:

- Bachelor's Degree from an accredited four-year college or university in computer science, information systems or business discipline
- Microsoft Windows Server and Desktop certifications

- Experience with scripting and automation tools (e.g., PowerShell, Python) for system administration and process improvement

How to Apply: Qualified applicants must submit:

1. A cover letter, with a brief description of qualifications and relevant experience
2. Resume
3. AO 78, Federal Judicial Branch Application for Employment, is available on the Court's Website at: https://www.ganb.uscourts.gov/sites/default/files/ao_078_application.pdf

Complete application packages should be emailed to: ganb_hr@ganb.uscourts.gov as one combined PDF document. Preference will be given to those applications received on or before the closing date of May 5, 2026.

Various skills assessment tests will be administered.

Salary considerations: The starting salary will be fixed commensurate with the experience and qualifications of the applicant.

Notice to Applicants: Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check, including fingerprinting, and a check of financial and credit records.

The selected person 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 Form 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.

Any position offer will be provisional until a full suitability determination can be made. Court employees must adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

Employment Benefits: Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and eleven paid holidays during the year

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- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit)
- Optional group life insurance
- Public Transportation Subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employee's contribution)

The United States Bankruptcy Court is an Equal Opportunity Employer.