



UNITED PROBATION & PRETRIAL SERVICES DISTRICT OF CONNECTICUT

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Information Technology (IT) Supervisor Vacancy Announcement # 26-03

Position Title: Information Technology (IT) Supervisor

Classification Level: CL-29 (\$100,335 – \$163,075), depending on location, qualifications, and experience)

Position Type: Full-Time, Excepted Service

Duty Station: New Haven, CT (responsible for offices in Bridgeport and Hartford)

Opening Date: June 4, 2026

Closing Date: Open Until filled, preference given to applications received before Sunday, June 30, 2026

Position Overview

The District of Connecticut is seeking a full-time **Information Technology (IT) Supervisor**. The IT Supervisor will provide direct oversight of information technology for the district as part of a two-person IT team. This role is key to the success of the IT department: ensuring all our officers and staff have the technological tools and support necessary to fulfill the Probation Office's mission.

The IT Supervisor is responsible for leading day-to-day operations of the IT department, ensuring excellent customer service, and developing innovative solutions to meet the changing needs of the court. This position reports to and assists the Chief U.S. Probation Officer and involves strategic planning, budgeting, and maximizing the office's technical expertise and resources. This is a working manager position, and we are seeking candidates with a broad skill set in IT Security, networking, programming, and systems management. The ideal candidate will possess a combination of these skills and be forward thinking enough to position the Probation Office to maximize emerging automation and AI technologies. This is a succession-based leadership position: the successful candidate will shadow and work with the current IT Department Head until his retirement in September 2026.

Duty station will be New Haven, CT. Requires occasional travel to the other divisional offices in Hartford and Bridgeport.

Representative Duties

- ◆ Oversee all automation, network, telecommunication, and other areas of responsibility for the IT team, including mission-critical applications, nationally supported IT systems, and locally developed automated solutions. Coordinate and monitor projects within the IT department.
- ◆ Delegate and prioritize workload, implement staff procedures, and conduct staff meetings. Promote a positive, cohesive and solution-oriented work environment with a focus on customer service and innovative solutions using available resources.
- ◆ Train staff on policies, procedures, and goals related to IT and the court as a whole. Ensure conformity with internal controls and other relevant policies.
- ◆ Provide administrative oversight for staff, including managing time and leave requests, establishing performance standards, conducting performance appraisals, and recommending personnel actions such as appointments, promotions, reassignments, and disciplinary actions. Maintain accurate documentation and employee records. Identify

issues and resolve disputes.

- ◆ Ensure physical and logical integrity of hardware, software, servers, and data to include user access, data storage, and cybersecurity procedures. Collaborate with stakeholders on a continuity of operations plan (COOP) in the event of a disaster or major system failure.
- ◆ Use technical expertise to review and make recommendations on equipment purchases and other large budget expenditures. Assist the Chief U.S. Probation Officer with budget preparation and periodic budget reviews; recommend adjustments.
- ◆ Assist the Chief U.S. Probation Officer in defining long- and short-term goals regarding the efficient use of technology within the district and implementing plans for the accomplishment of strategic goals.
- ◆ Compile, reconcile, and report statistical information as required. Communicate and respond to requests regarding the status of projects and other IT issues.
- ◆ Other duties as assigned.

Qualifications

Minimum Required Qualifications

- ◆ High school graduation or equivalent is required; a bachelor's degree is preferred.
- ◆ A minimum of 3 years of experience in IT or automation positions (desktop support, network or systems administrator, developer, supervisor, etc.). Additional experience above the 3-year minimum is preferred.
- ◆ Ability to plan, coordinate, and direct complex projects and daily work in support of an organization's automated system requirements.
- ◆ Skill in leading employees in the implementation of better work procedures, including process redesign and evaluating potential process improvements.

Required Knowledge, Skills, and Abilities

- ◆ Successful candidate will have the ability to lead and motivate others and cultivate a positive team environment.
- ◆ Must be highly organized and possess maturity, good judgment, poise, and initiative.
- ◆ Excellent interpersonal and analytical skills. Strong written and oral communication skills, especially when communicating with a non-technical audience.
- ◆ Experience and knowledge of IT, software, networks and supported applications used in the federal judiciary (e.g., Windows, MS Office, O365, VMware, Active Directory, Linux, VOIP telephone systems).
- ◆ Demonstrated ability to successfully manage projects with changing priorities and within budget constraints.
- ◆ Skill in strategic planning and in developing short- and long-range plans which support the Office's priorities and goals.

Court Preferred Qualifications

- ◆ Experience with issue tracking and collaboration tools and enterprise infrastructure/ networking is preferred.
- ◆ Experience working in a court environment is a plus.
- ◆ Knowledge of budgeting principles and internal controls (especially concerning procurement, inventory, and property management) is also desirable.

Conditions of Employment

Employees of the United States Probation & Pretrial Services Office serve under “Excepted Appointment” and are considered “At-Will” and can be terminated with or without cause by the court. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Applicants must be U.S. citizens or otherwise eligible to work in the United States. As a condition of employment, the selected candidate is required to undergo a high-sensitive background check as a condition of employment. All appointments are subject to mandatory electronic funds transfer for payment of net pay.

Employee Benefits

Court employees are considered at-will and are not covered by federal civil service rules. They are, however, entitled to the same benefits as other federal employees. These include:

- Accrual of paid vacation and sick leave, based on length of service
- 11 paid holidays per year
- Federal Employees Health, Dental and Vision Insurance Programs with generous government contribution to the health insurance premium
- Federal Employees’ Group Life Insurance
- Pension/Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP) with employer matching contributions
- Long-Term Care Insurance Program
- Flexible Spending Accounts Program
- Telework and flexible work schedule may be possible with the approval of the Chief Probation Officer

Please visit <https://www.uscourts.gov/careers/benefits> for additional information on benefits.

Application Process

Applicants must submit **ONE PDF** containing:

- A cover letter describing relevant experience, leadership approach, and interest in the position.
- A résumé detailing education, work history, programming experience, and accomplishments.
- Contact information for **three professional references**.
- A completed **AO-78 Application for Judicial Branch Federal Employment**.
(<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>)

Submit application materials to: HR_Department@ctd.uscourts.gov (please include #26-03 in the subject line).

Only the most qualified applicants will be contacted for interviews. The court reserves the right to amend or withdraw this vacancy announcement with or without written notice to applicants.

U.S. Probation & Pretrial Services is an Equal Opportunity Employer.