

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA

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An Equal Opportunity Employer

Position Title: Systems Manager (Full-time permanent)
Position Number: 25-08
Location: Oklahoma City
Open Date: July 15, 2025
Closing Date: Open until filled. Applications will be reviewed upon submission.
Applications received prior to **July 31, 2025** will receive priority.
Salary Range: CL-30 (\$99,611 - \$161,910)
Starting salary commensurate with qualifications and work experience.

POSITION OVERVIEW: This position is located in the Information Technology Department of the Court Clerk's Office. The Systems Manager advises the Court in all areas of information technologies and telecommunications needs, objectives and capabilities including anticipation of future requirements and problems, develops short and long range automation improvement plans for the Clerk of Court's office and Judges' chambers, and develops budget justifications for systems and equipment, upgrades, and normal operations.

REPRESENTATIVE DUTIES:

- Oversees and coordinates all aspects of automation and telecommunication in the court. Coordinates and communicates with the Administrative Office, Office of the Tenth Circuit Executive, and others as needed.
- Develops and manages automation and telecommunication budgets. Monitors all automation and telecommunication expenditures. Develops budget justification for all purchases, including cyclical replacement, upgrades, maintenance and normal operations.
- Develops short-term and long-range automation implementation and improvement plans and policies in areas including security, quality control, remote access usage, productivity, growth and enhancement, cost-effectiveness, and personnel, consistent with the Long Range Plan for Automation in the United States Courts.
- Coordinates and works with staff, stakeholders, outside agencies, and contractors to use resources efficiently and appropriately. Maintains an updated project lists. Provides guidance and consultation relating to planning and implementation of projects and routine support.
- Supervises IT staff and ensures staff is informed of the policies and procedures of the Court. Assists in hiring staff; performs staff evaluations. Assures that position descriptions, training plans and work assignments best match the needs of the court.
- Develops cooperative work environment among IT staff, Clerk's Office, judges, stakeholders, and court customers. Regularly reports on progress of IT operations affecting each of these stakeholders. Ensures court managers are consulted

regarding proper systems operation, training and problem resolution. Coordinates user groups to ensure regular communication between IT staff and users.

- Advises judicial officers and court managers in the areas of internet/intranet potentials, court technology, and court operations.
- Makes presentations to court management, judges, and members of the bar, as needed.
- Occasional light to moderate lifting of up to 50 pounds in relocation of equipment upon receipt, during installation, and for maintenance.

QUALIFICATIONS: Applicants must be a United States citizen, subject to the exceptions enumerated at <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.

To qualify for the Systems Manager position, applicants must have a minimum of three years of progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain:

- Skill in developing the interpersonal work relationships needed to lead a team of employees,
- The ability to exercise mature judgement, and
- Thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court.

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year equals nine months of experience. Completion of one academic year of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study in areas of business or public administration, political science, criminal justice, law, or related field, or completion of a Juris Doctorate may be substituted for two years of specialized experience.

PREFERRED QUALIFICATIONS:

- Management experience is highly preferred.
- Skilled in leading team members and peers in the implementation of new ideas and better work procedures, including process redesign and evaluating and implementing potential process improvements.
- Procurement experience including the preparation of complicated specifications, solicitation and negotiation of service and purchase contracts, and preparation of significant and large purchase orders.
- Court experience is preferred; experience with systems administration, particularly with the CM/ECF system is highly desirable.

BENEFITS: Employees of the U.S. District Court are eligible to participate in the Federal Employees Retirement System, Thrift Savings Plan, and health, dental, vision, life and long-term care insurance programs. Employees are entitled to paid leave, periodic grade and step increases, and 11 paid holidays. All employees are subject to mandatory electronic direct deposit of salary payment.

ADDITIONAL INFORMATION: The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to this original announcement without posting the position.

The selected applicant will be hired provisionally pending the results of fingerprinting and a thorough background investigation to determine employment suitability. Background investigations are renewed every five years. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. **Candidates completing the AO-78 are not required to complete questions 19-21 regarding 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. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Employees are subject to The Code of Conduct for Judicial Employees.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

All court employees are at will and therefore the selected candidate may be removed from this position at any time.

APPLICATION INSTRUCTIONS: To apply, please submit a letter of interest, resume, and completed application form AO-78 (available at <http://www.okwd.uscourts.gov/human-resources-2/>) as a single .pdf document to hr@okwd.uscourts.gov. Please include the name of the applicant and the vacancy number in the subject line of the email.

Vacancy No. 25-08
Joan Kane, Court Clerk
U.S. District Court, Western District of Oklahoma
William J. Holloway, Jr. U.S. Courthouse
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Oklahoma City, OK 73102