



***United States District Court
Northern District of West Virginia
Vacancy Announcement***

| | |
|--------------------------|--|
| Position Title: | Information Technology Manager |
| Location: | Northern District of West Virginia – Duty Station to be Determined |
| Open Date: | September 30, 2025 |
| Job Grade/Salary: | CPS CL 29/1 TO CL 29/61 (\$84,284 - \$156,792) |
| Deadline: | Starting salary commensurate with qualifications, experience, and duty station. Open until filled – first deadline to submit applications is October 31, 2025. |
| Announcement # | 2025-03 |

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of Information Technology Manager in the IT Shared Services department. The position is responsible for the day-to-day operations and managing, developing and mentoring the IT staff in all aspects of the Information Technology department including operation, coordination, integration, and security of all Judiciary and local applications. The IT Manager must possess excellent leadership, analytical, and interpersonal skills and must be able to deal with all staff and levels of court personnel. The position will be based at one of the four points of holding court in Clarksburg, Elkins, Martinsburg, or Wheeling, and will support staff and require travel to the other points of holding court on a regular basis. This position may require further travel within the United States.

Representative Duties:

- Manage, develop, and mentor staff professionals involved in information technology activities, including maximizing growth, establishing priorities, setting deadlines, providing feedback to team members and handling performance management duties.
- Responsible for the day-to-day operations and maintenance of information technology systems to include network and help desk, cybersecurity, telecommunications, hardware and software programs, courtroom technology, and remote and mobile information systems.
- Evaluate the organization's technology use and needs. Develop and implement both short-term and long-range automation improvement plans which include consideration of unit needs, objectives, capabilities and viable IT solutions, including anticipation of future requirements, systems security and potential problems.
- Communicate clearly and effectively, both orally and in writing, to explain complex concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.
- Formulate, recommend, implement, and enforce appropriate policies, procedures, and standards. Develop solutions to problems and procedures for accomplishing objectives.
- Ensure the effectiveness of security systems and plan and manage property and equipment procurement activities in consultation with the Clerk of Court.

- Develop presentations, data, and technical briefings on information technology related topics as needed. Establish and ensure effective training in system use and capabilities. Remain current regarding emerging technologies, cybersecurity, and how they interface with systems.
- Comply with the *Guide to Judiciary Policy*, the *Human Resources Manual*, applicable Administrative Office policies and procedures, and internal controls guidelines. Comply with procurement procedures, policies, and guidelines. Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.
- Promote teamwork at all levels of the organization and assist staff and departments as necessary.
- Perform other duties as assigned.

Qualifications and Requirements: Interested applicants must have a bachelor's degree in information technology, computer science, or related field of study and three years progressively responsible information technology experience with thorough knowledge of the theories, principles, practices and techniques of computer hardware, software, office automation, networks, data communications, database design and cybersecurity. In addition, incumbent must have two years of progressively responsible administrative, professional, supervisory or managerial experience that provided an opportunity to gain 1) skill in developing the interpersonal work relationships needed to lead a team of employees; 2) the ability to exercise mature judgement; and 3) a thorough knowledge of the basic concepts, principles, and theories of management and the ability to apply the management policies in the court environment.

The ideal candidate will possess excellent communication and interpersonal skills; demonstrate strong leadership, organizational and problem-solving skills; possess a positive work attitude; maintain a professional demeanor; and consistently demonstrate sound ethics and judgment.

Preferred Qualifications: Experience in the federal court environment is advantageous, particularly combined with advanced knowledge of CM/ECF, data networking and security concepts and practices.

Miscellaneous:

The United States District Court is part of the Judicial Branch of the United States government. A paid employee of the United States federal government must be a U.S. citizen or eligible to work in the United States (see full citizenship requirements [here](#).) Judiciary employees serve under excepted appointments (not civil service) and are "at-will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees, which is available to applicants to review upon request. Selected candidate is subject to a seven-year background investigation with periodic updates every five years, and can be appointed provisionally, pending a favorable suitability determination.

Benefits:

Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, a retirement plan, a savings/investment plan similar to a 401(k) with matching contributions, and a professional environment. Additional benefit information is available at www.uscourts.gov/careers/benefits.

Application Procedure:

Qualified applicants must submit **one** PDF file with a completed [Application for Judicial Branch Federal Employment](#) (AO 78), a cover letter, and a resume with salary history, and professional references. The PDF file should be sent to:

Kelly Fry, HR Administrator

U.S. District Court

1125 Chapline Street

P.O. Box 471

Wheeling WV 26003 or kelly_fry@wvnd.uscourts.gov

U.S. District Court is an Equal Opportunity Employer