



**United States Bankruptcy Court Western  
District of Tennessee**

**Vacancy Announcement #25-11**

**Position Title:** IT Systems Manager  
**Location:** Memphis, TN/Hybrid  
**Position Type:** Regular, Full-time; Excepted Appointment  
**Salary Range:** \$99,611 - \$161,910 (CPS CL 30)  
**Closing Date:** January 26, 2026, or until position is filled.

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**Position Overview**

The U.S. Bankruptcy Court for the Western District of Tennessee is currently seeking applications for a full-time Systems Manager position based in Memphis, TN. This Court consists of four judges and their chambers staff, along with 32 employees in the Clerk's office. Additionally, there is a divisional office located in Jackson, TN.

The Systems Manager will report directly to the Clerk of Court. This role involves providing both managerial and technical oversight for the Security Systems Administrator, case management applications, courtroom automation, financial systems, inventory and procurement systems, video conferencing, telecommunications, and local and wide-area networks. The Manager will be responsible for administering and securing the Court's security systems used by judges and staff, which includes managing virtual desktop infrastructure, group policies, vulnerability scanning, and developing and mentoring staff. Strong leadership, planning, documentation, and managerial skills are essential for success in this position. The Systems Manager currently manages two IT staff, Network Administrator and Programmer Analyst.

**Representative Duties**

1. Manage, develop, and mentor subordinate staff and other professionals involved in information technology activities, including establishing standards, timelines, assigning, and reviewing work, evaluating performance, and handling disciplinary actions.
2. Evaluate the Court's technology and security use and needs. Develop and implement both short-term and long-range technology improvement plans which include the *Continuity of Operations Plan* (COOP), consideration of unit needs, objectives, and capabilities, including anticipation of future requirements and obstacles.
3. Manage the Court's technology, inventory, security systems architecture and telecommunications capabilities, policies, and procedures.
4. Develop specific system features to satisfy unique unit needs. Make adaptations to national systems and/or participate in the planning for, and the acquisition of, specific systems for the court unit. Develop cost-benefit analyses for various information technology projects.
5. Implement, establish, and maintain security policies and procedures for all automation

- systems, networks, software, and equipment to protect court systems and data; assist in and/or coordinate the development and dissemination of annual IT security training.
6. Plan, manage, and control information technology budget, expenditures, and property and equipment procurement activities in consultation with senior management.
  7. Meet regularly with managers, judges, court unit executives, other court units, and vendors to determine information technology needs, recommend viable solutions, and maintain collaborative relationships.
  8. Provides technical expertise and troubleshooting in the development and operational support of the Court's systems and services. Designs, tests, configures, and deploys new or enhanced systems, updates, and applications.
  9. Develop presentations, trainings, data, and technical briefings on court information technology while remaining current regarding emerging technologies and how they interface with systems.
  10. Communicate clearly and effectively to explain complex concepts to diverse audiences. Interact effectively with the public and staff, providing customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.
  11. Provides hardware and software support for servers, virtualization infrastructure, virtual desktop infrastructure, and operating system environments. Develops, tests, and deploys scripts to customize operation of these systems.
  12. Assesses, tests, and deploys patches and updates to protect the security and enhance the operation of end-user desktop and mobile systems.
  13. Operates, manages, and monitors IT security systems that provide hardware/software inventory, patch management, endpoint malware protection, network vulnerability scanning, perimeter protection, intrusion prevention/detection, and event correlation.
  14. Perform other related duties as required.

### **Qualifications & Requirements**

A successful candidate must have at least four years of specialized experience; interpersonal skills necessary to lead a team of employees; the ability to work well independently and in a team setting; the ability to exercise sound judgement in making decisions; the ability to understand the basic concepts and principles of management, as well as managerial policies applicable to the court unit; excellent verbal and written communication skills; the ability to organize, manage and prioritize multiple projects simultaneously; excellent customer service skills; and have at least one year of experience at or equivalent to a CL 28.

- Specialized experience includes progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management such that the incumbent demonstrates effective leadership and employee relations expertise.

In addition, applicants should possess a commitment to learning and innovation, be flexible and able to adapt to constantly changing conditions, be self-motivated, detail-oriented, organized, present a professional demeanor, and possess the ability to communicate clearly and concisely. Prospective applicants must be available for occasional day and/or overnight travel, and the ability to work nights and weekends as needed.

**Preferred Qualifications:** A bachelor's degree in computer science, information technology or related field from an accredited college or university. Microsoft (MS) Windows Server (2012 and above), Windows Desktop Operating System (Windows 10), MS Windows Active Directory with server administration (including Group Policy), MS Office (2016 and above), Drupal, virtualization hosting software (VMWare), Cisco VoIP phones, Aruba switches and Cisco wireless technologies, Trend Micro Deep Security and Apex One, Websense, Splunk, and Nessus.

Technical proficiency in the following U.S. Bankruptcy Court-specific software applications is desirable, but not required: CM/ECF, HRMIS, JIFMS, JFinSys, and JICS. Proficiency in digital audio recording (ForTheRecord) and evidence presentation application.

### **Information for Applicants**

- Applicants must be a U.S. citizen or eligible to work in the United States.
- The Federal Financial Reform Act requires direct deposit of federal wages for court employees.
- All court employees are "at will" employees; therefore, can be removed from this position at any time.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Selectee for this position is subject to a high-sensitive background check as a condition of employment.
- The Court reserves the right to modify the conditions within or to withdraw the job announcement.

### **Benefits**

Full-time employees of the United States Bankruptcy Court are eligible for a full range of benefits to include paid vacation and sick leave, 10 paid holidays, health coverage package, paid parental leave, and retirement benefit include a defined contribution program and 401(k)-styled program (Thrift Savings Plan [TSP]) with government match of up to 5%. Optional benefits include health, vision, dental and life insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement. Additional information about benefits can be found at <https://www.uscourts.gov/careers/benefits>. Hybrid/Telework and flexible work schedule may be possible with the approval of the Clerk of Court.

### **Procedures for Applying**

Qualified candidates must submit a cover letter, resume, AO78 Judicial Application, names of three professional references with addresses and phone numbers and a copy of their academic transcripts and/or proof of certifications. The cover letter should be addressed to Mr. Travis D. Green, Clerk of Court and describe your work experience and management style as it pertains to this position. The resume should include the years of specialized experience including dates of employment, education, and salary history.

**Consideration will only be given to those who provide a cover letter, resume, references, AO 78 Judicial Application, and transcripts/certifications in a single PDF file.** Documents must be submitted in PDF format only to: [TNWB Employment portal](#)

Incomplete application packets will not be considered. The Court will only communicate with those applicants who will be interviewed. **Applicants are encouraged to apply early, as interviews may begin before the application deadline. Early submission ensures that your application is considered as soon as possible.** Applicants selected for interviews will be communicated to through email and must travel at their own expense and relocation expenses will not be reimbursed.