



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF HAWAII**

**VACANCY ANNOUNCEMENT
NO. 2026-01**

Position:	INFORMATION TECHNOLOGY SUPERVISOR
Classification Level:	Court Personnel System (CPS) CL 28 Table HI - Hawaii
Terms of Employment:	Full-time, excepted service permanent position
Starting Salary Range:	CL 28: \$81,189 - \$132,013 (22.21% Locality Pay and COLA (currently 8.64%) included). Starting salary commensurate with experience and qualifications in accordance with guidelines of the Administrative Office of the United States Courts and court budget. Promotion potential to CL 29 (\$96,566 - \$156,950) based on performance, budget, and needs of the court.
Position Location:	Clerk's Office United States Bankruptcy Court, District of Hawaii 1132 Bishop Street, Suite 250 Honolulu, Hawaii
Number of Positions:	1
Opening Date:	April 22, 2026
Closing Date:	Position open until filled. Priority consideration will be given to applications received by May 20, 2026 .

The Clerk's Office of the United States Bankruptcy Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the public. We currently are seeking applicants for a full-time **Information Technology Supervisor** position.

The Information Technology Supervisor is responsible for all IT-related functions of the bankruptcy court. He or she serves under the direction of the Clerk of Court and reports directly to the Chief Deputy Clerk. This role involves supervisory oversight of the bankruptcy court's IT department, which includes managing two other staff members. The Supervisor will provide both managerial and technical oversight of local hardware and software, case management applications, IT security,

courtroom automation, video conferencing, telecommunications, local networks, and IT procurement. Strong leadership, planning, documentation, communication, and managerial skills are essential for success in this position.

Representative Duties

- Oversee 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 infrastructure systems. Some work may be required during nights and weekends to meet the needs of the court.
- Manage, develop, and mentor subordinate staff and other professionals involved in information technology activities, including establishing standards and timelines, assigning and reviewing work, evaluating performance, and handling disciplinary actions.
- Evaluate the bankruptcy 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).
- Manage the bankruptcy court's technology, inventory, security systems architecture and telecommunications capabilities, policies, and procedures.
- Develop specific system features to satisfy the bankruptcy court's 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.
- 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.
- Plan, manage, and control information technology budget, expenditures, and property and equipment procurement activities in consultation with senior management.
- Meet regularly with judges, court unit executives, other court units, and vendors to determine information technology needs, recommend viable solutions, and maintain collaborative relationships.
- Provide technical expertise and troubleshooting in the development and operational support of the Court's systems and services. Design, test, configure, and deploy new or enhanced systems, updates, and applications.
- Develop presentations, trainings, data, and technical briefings on court information technology while remaining current regarding emerging technologies and how they interface with systems.
- 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.
- Provide hardware and software support for servers, virtualization infrastructure, virtual desktop infrastructure, and operating system environments. Develop, test, and deploy scripts to customize operation of these systems.
- Assess, test, and deploy patches and updates to protect the security and enhance the operation of end-user desktop and mobile systems.
- Operate, manage, and monitor IT security systems that provide hardware/software inventory, patch management, endpoint malware protection, network vulnerability scanning, perimeter protection, intrusion prevention/detection, and event correlation.
- Performing other related duties that the court may require.

Qualifications

This position calls for a minimum of five years of specialized experience in information technology, computer science, or a related field and expertise in the theories, principles, practices, and techniques of computer hardware, software, office automation, networks, data communications, database design, and cybersecurity.

Additionally, the successful candidate must be able to lead a team of employees, work well both independently and in a team setting, exercise sound judgment and discretion, take direction and feedback well, understand and apply policies applicable to a court unit, and possess excellent verbal and written communication skills. He or she is expected to be professional, flexible, detail-oriented, self-motivated, responsive, and able to work nights and weekends as needed.

Preferred Qualifications

- A bachelor's degree from an accredited college or university in computer science, information technology, or a relevant field of study.
- Operational experience in a federal court, including working knowledge of or experience with the Bankruptcy CM/ECF case management system and courtroom technology.
- Knowledge of budgeting principles and internal controls, particularly for procurement, inventory, and property management.
- Working knowledge of legal terminology and familiarity with federal bankruptcy law, rules, and procedures.
- Experience managing a team of two or more subordinates.

Benefits

The Bankruptcy Court falls within the Judicial Branch of the United States Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System, Federal Employees' Health Benefits, Federal Employees Dental and Vision Insurance Program, Federal Employees' Group Life Insurance, Thrift Savings Plan (like a 401k plan with employer matching contributions), Flexible Spending Program, paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of Federal Judiciary Benefits.

Employment Requirements

- Applicants must be United States citizens, lawful permanent residents actively seeking citizenship, or otherwise eligible to work in the United States.
- The selected candidate will be subject to a background suitability check as a condition of employment and will be hired provisionally pending successful completion of the background check and may be subject to periodic updates. Unsatisfactory results may result in termination of employment.

- The ability to maintain confidential information and abide by Judiciary ethical standards; all court employees are required to adhere to the *Code of Conduct for Judicial Employees*.
- Electronic Funds Transfer (EFT) for payroll deposit is required.

Application Process

Each of the following must be submitted with all items included in a single PDF:

1. Letter of interest;
2. Current resume;
3. Completed and signed “**AO-78 Judicial Branch Application for Employment**” (Form may be downloaded from <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>); and
4. Three professional references with contact information. Please note that submission of these references is the applicant’s consent to those references being contacted.

Application packages must be emailed to: hr@hib.uscourts.gov with the subject line, “**IT Supervisor #2026-01, (your name)**” and will not be considered complete unless **all** items have been received. Incomplete application packets will disqualify applicants from further consideration.

The position will remain open until filled. Preference will be given to the application packages received by **May 20, 2026**. **Qualified applicants are encouraged to apply early, as application packages will be reviewed as they are received.** The court will only communicate with those individuals who will be invited for personal interviews, and only applicants who are interviewed will receive a written response regarding their application status. Interview expenses will not be reimbursed.

The United States Bankruptcy Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position earlier than the closing date, any of which may occur without prior written notice.

THE BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER