

UNITED STATES PROBATION & PRETRIAL SERVICES OFFICE



SOUTHERN DISTRICT OF ILLINOIS

POSITION: Systems Specialist
VACANCY NUMBER: 2026-04ILSP
LOCATION: East St. Louis, Illinois
STARTING SALARY: CL 28 – CL 29 (\$73,400 to \$141,891)
DATE POSTED: June 24, 2026
CLOSING DATE: July 24, 2026, at 4:00 PM CT

- Salary set based on qualifications, experience, and pay setting rules per *The Guide to Judiciary Policy*
 - Promotion potential up to CL 29 without further advertisement or competition
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The District

The Southern District of Illinois geographically consists of a 38-county area in the southern part of the state. The main office is located in East St. Louis, Illinois, with a divisional office in Benton, Illinois. The district consists of 46 staff, including the Chief U.S. Probation Officer (CUSPO), Deputy Chief U.S. Probation Officer (DCUSPO), management staff, probation officers, and administrative staff.

Position Overview

Under the general supervision of the Director of IT, the Systems Specialist is responsible for the planning, application, operation, integration, and maintenance of all automated systems, equipment, and networks operating within the court unit. The incumbent troubleshoots and resolves operational workstation and network-related automation problems and ensures an effective cyclical maintenance program for all office automation equipment. Responsibilities include implementation of security patches, remediating vulnerabilities, and ensuring security solutions protect office data and systems. The incumbent develops and provides automation training for end-user personnel.

Summary of Representative Duties and Responsibilities

- Advise management in all aspects of automation needs, objectives, and capabilities.
- Oversee the day-to-day operation of applicable technology used in the court unit to ensure reliable and effective operation. Perform requisite modifications to systems to accommodate local needs.
- Recommend, schedule, test, and validate deployment of patches, security updates, and other upgrades to servers, workstations, and network components. Monitor providers websites to ensure patches are tested and applied in a timely fashion.
- Manage and execute implementation plans for major automated systems. Adapt software and create systems documentation; perform testing; and establish operating procedures. Conduct post-implementation testing to ensure adequacy of systems and applications and recommend changes, as required.
- Review, evaluate, and make recommendations on the court unit's IT security program. Assist with the development and maintenance of security policies and procedures.

- Review system security logs in accordance with established policies. Assist with the identification, implementation, and documentation of security safeguards on information systems.
- Support and maintain the Data Communications Network (DCN), Local Area Network (LAN), various serial communication systems, web-based services, electronic mail systems, and operational and administrative applications and systems. Perform upgrades on existing systems and configure new systems.
- Establish and maintain system operating procedures, protocols, data security, backup plans, and user permissions. Develop and maintain technical documentation for administered systems.
- Develop specific system features to satisfy local court unit needs, including developing adaptations to national systems. Participate in the planning for and the acquisition of specific alternate and backup systems for the court unit.
- Maintain automation equipment inventory according to internal control guidelines. Oversee automation equipment cyclical maintenance program for the court.
- Develop and maintain library of software, including documentation of locally developed applications. Prepare statistical and management reports for operational and/or administrative areas of the court unit.
- Establish and deliver training regarding system use and capabilities to court unit staff.
- Serve as the district's Training Coordinator.
- Performs other information technology related duties as assigned.

Qualification Standards

The successful candidate must possess a bachelor's degree from an accredited institution in information technology or a field closely related to the subject matter of the position.

To qualify at the CL 28 level, the applicant must have two years specialized experience, including at least one-year equivalent work at the next lower level (CL 27) or completion of a master's degree or two years of graduate study (27 semesters or 54 quarter hours) in an accredited university in a field closely related to the subject matter of the position.

Specialized experience is progressively responsible experience that includes:

- Experience supporting mission-critical systems in a regulated, high-availability environment
- Experience providing setup and support for mobile computing devices and remote access (laptops, iPads, mobile phones, etc.)
- Must be able to manage multiple priorities and projects with limited supervision.
- Experience with Active Directory, DNS, DHCP, DFS GPO's and Windows servers.
- Experience with KACE desktop management system preferred.
- Experience providing technical support to a hybrid workforce
- Experience developing MS Word Templates
- Ability to diagnose and resolve complex technical issues independently
- Excellent communication and documentation skills
- Experience coordinating work with IT leadership, developers, and operational staff in a structured change-management environment
- Skill in advising technical and non-technical customers in automation techniques and processes
- Excellent customer service skills
- Self-motivated, results-driven, and detail-oriented
- Candidate must be able to lift and move items weighing up to 50 pounds.

Additional Preferences

Prior experience in the federal judicial system, especially as a System or PACTS Administrator. Experience with administration of National IP Telephone system. Excellent academic credentials.

Superior troubleshooting skills. Strong organizational skills. Ability to prioritize tasks and juggle competing demands. Exceptional ability to communicate, articulate, and relate to coworkers and others with professionalism and integrity. Self-motivated, able to manage multiple tasks and meet competing deadlines.

Benefits

Employees of the U.S. Probation and Pretrial Services Office are “Excepted Appointments” and considered “At-Will” judicial employees (not civil service). Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

Background Investigation and Drug Screening

As a condition of employment, the selected candidate must successfully complete a ten-year FBI background investigation with periodic updates every five years thereafter. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check.

Procedures for Applying

Application packets should include the following:

- Cover letter;
- Résumé with three professional references and contact numbers
- AO 78 Application Form (revised 05/2024) located at <https://www.ilsp.uscourts.gov>;

Application packets should be sent via email as **one** PDF document to Recruitment1@ilsp.uscourts.gov. The subject line should state USPO Application 2026-04. Receipt will be acknowledged by the Human Resources Department by return email. If you do not receive email confirmation within three business days, please contact the Human Resources Administrator at (618) 482-9224. Application packets must be received by 4:00 PM CT on the closing date. Incomplete and late application materials will not be considered.

Applicants must be U.S. citizens or eligible to work in the United States. Selection will be consistent with the Federal Judiciary’s policy to provide equal employment opportunity and to promote and facilitate diversity, equity, and inclusion in the workforce. Due to the volume of applications received, the U.S. Probation Office will only communicate with those applicants who will be tested or interviewed. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification within 90 days of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the applicants who responded to the original announcement without posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

The United States Courts is an Equal Employment Opportunity Employer

OUR MISSION

It is our mission to strive for excellence as we serve the Courts and community by providing quality supervision, promoting community safety, inspiring positive changes in those we serve, and administering justice with fairness and integrity.