



# UNITED STATES DISTRICT COURT District of New Mexico

Honorable Kenneth J. Gonzales, Chief Judge  
Mitchell R. Elfers, Clerk of Court

Office of the Clerk

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## NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 26-DNM/IT-1

<b>ANNOUNCEMENT DATE:</b>	<b>May 8, 2026</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b> <i>Preference given to applications received by May 22, 2026</i>
<b>POSITION:</b>	<b>Information Technology (IT) Supervisor</b>
<b>STARTING LEVEL/SALARY:</b>	<b>CL 29, Step 1 – 61</b> <b>\$85,141 to \$139,881 Annual</b> <i>Depending on Qualifications, Location</i>
<b>LOCATION:</b>	<b>Albuquerque or Las Cruces, New Mexico *</b>

*This is a federal civilian position but independent of the Executive branch and therefore not impacted by any of the recent Executive Orders or under any type of hiring freeze.*

**As an Equal Opportunity Employer, we value diversity in our workforce.**

The District of New Mexico is seeking a full-time **Information Technology (IT) Supervisor**. The IT Supervisor will provide motivational leadership to the IT department and direct oversight of information technology for the district. This role is key to the success of the IT department: ensuring all our customers — judges, staff, members of the Bar, and all those who interact with the court — have the technological tools and support so the court can fulfill its mission.

The IT Supervisor is responsible for leading day-to-day operations of the IT department, ensuring excellent customer service, and developing innovative solutions to meet the changing needs of the court. This position reports to and assists the Administrative Services (AS) Manager in Albuquerque with strategic planning, budgeting, and maximizing the court's technical expertise and resources.

**Duty station may be Albuquerque or Las Cruces – please include location preference in your cover letter.** Requires occasional travel to the other divisional offices (Albuquerque, Las Cruces or Santa Fe).

Not familiar with our beautiful state? Click [here](#) to see what makes New Mexico so unique.

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

- ◆ Oversee all automation, network, telecommunication, and other areas of responsibility for the IT team, including mission-critical applications, nationally supported IT systems, and locally developed automated solutions. Coordinate and monitor projects within the IT department.
- ◆ Delegate and prioritize workload, implement staff procedures, and conduct staff meetings. Promote a positive, cohesive and solution-oriented work environment with a focus on customer service and innovative solutions using available resources.
- ◆ Train staff on policies, procedures, and goals related to IT and the court as a whole. Ensure conformity with internal controls and other relevant policies.
- ◆ Provide administrative oversight for staff, including managing time and leave requests, establishing performance standards, conducting performance appraisals, and recommending personnel actions such as appointments, promotions, reassignments, and disciplinary actions. Maintain accurate documentation and employee records. Identify issues and resolve disputes.
- ◆ Ensure physical and logical integrity of hardware, software, servers, and data to include user access, data storage, and cybersecurity procedures. Collaborate with stakeholders on a continuity of operations plan (COOP) in the event of a disaster or major system failure.
- ◆ Use technical expertise to review and make recommendations on equipment purchases and other large budget expenditures. Assist the AS Manager with budget preparation and periodic budget reviews; recommend adjustments.
- ◆ Assist the AS Manager in defining long- and short-term goals regarding the efficient use of technology within the district and implementing plans for the accomplishment of strategic goals.
- ◆ Compile, reconcile, and report statistical information as required. Communicate and respond to requests regarding the status of projects and other IT issues.
- ◆ Other duties as assigned.

## **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

- ◆ High school graduation or equivalent is required; a bachelor's degree is preferred.
- ◆ A minimum of 3 years of experience in IT or automation positions (desktop support, network or systems administrator, developer, supervisor, etc.). Additional experience above the 3 year minimum is preferred.
- ◆ Ability to plan, coordinate, and direct complex projects and daily work in support of an organization's automated system requirements.
- ◆ Skill in leading employees in the implementation of better work procedures, including process redesign and evaluating potential process improvements.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- ◆ Successful candidate will have the ability to lead and motivate others and cultivate a positive team environment.
- ◆ Must be highly organized and possess maturity, good judgment, poise, and initiative.
- ◆ Excellent interpersonal and analytical skills. Strong written and oral communication skills, especially when communicating with a non-technical audience.
- ◆ Experience and knowledge of IT, software, networks and supported applications used in the federal judiciary (e.g., Windows, MS Office, O365, VMware, Active Directory, Linux, VOIP telephone systems).
- ◆ Demonstrated ability to successfully manage projects with changing priorities and within budget constraints.
- ◆ Skill in strategic planning and in developing short- and long-range plans which support the Court's priorities and goals.

## **COURT PREFERRED QUALIFICATIONS**

- ◆ Experience leading a helpdesk support team is a plus. Experience with agile software development, issue tracking and collaboration tools, and enterprise infrastructure/networking is preferred.
- ◆ Experience working in a court environment is a plus.
- ◆ Knowledge of budgeting principles and internal controls (especially concerning procurement, inventory, and property management) is also desirable.

## **CONDITIONS OF EMPLOYMENT**

- ◆ Employees must be United States citizens or [eligible to work for the United States government](#).
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are "at will" and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct. Employees are subject to strict confidentiality requirements.
- ◆ This is a high-sensitive position. Selectees are subject to a background check or investigation and subsequent favorable suitability determination and are subject to updated background investigations every five years. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

## **BENEFITS**

A generous benefits package is available, including

- ◆ A minimum of 11 paid holidays
- ◆ Paid annual leave, 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave, 13 days per year
- ◆ Paid parental leave, up to 12 weeks
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; flexible spending accounts; life insurance
- ◆ Retirement benefits, including the Thrift Savings Plan (TSP)
- ◆ Potential for occasional telework, flexible work schedule
- ◆ Credit for prior government service

## **APPLICATION INFORMATION**

Qualified applicants must submit a **cover letter indicating desired location (Albuquerque or Las Cruces), résumé with three references**, and an **AO-78 \* (Federal Judicial Branch Application for Employment) by email to [usdcjobs@nmd.uscourts.gov](mailto:usdcjobs@nmd.uscourts.gov)**.

PLEASE INCLUDE "IT SUPERVISOR" IN THE SUBJECT LINE

\*The AO-78 can be downloaded at <https://www.nmd.uscourts.gov/employment>

Applications **must** be submitted as **ONE PDF** attachment.

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (e.g., DropBox, OneDrive) will not be accepted. PDF size is limited to 10 MB. Documents that cannot be downloaded by the court cannot be considered.

*Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. Initial interviews may be conducted remotely via videoconference; travel for any in-person interviews will be at applicant's expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.*

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**