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Clerk of Court

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[www.ned.uscourts.gov](http://www.ned.uscourts.gov)

## **Important Dates**

**Opening Date:**  
January 28, 2026

**Closing Date:**  
March 1, 2026

### **Apply to:**

[USDCHR@ned.uscourts.gov](mailto:USDCHR@ned.uscourts.gov)

**The District of Nebraska is an Equal Opportunity Employer and has a strong commitment to achieving diversity among staff.**

# **CAREER OPPORTUNITY**

## **DISTRICT OF NEBRASKA – SHARED SERVICES DEPARTMENT**

Position: Information Systems Project Manager

Vacancy: 26-07

Classification: CL 28

Salary Range: \$72,299 - \$117,557\*

Duty Station: Omaha

Status: Full-time permanent

Open to: All qualified candidates

Number of Positions: One (1)

Career Opportunity: CL 29/61 \$85,992 - \$139,763 without further competition.

\*Starting salary is set considering human resources policies, qualifications, experience, and applicant's current salary or federal pay grade.

### **POSITION OVERVIEW**

This job opportunity is with the Judicial Branch of the Federal Government. The judicial branch is one of the three separate and distinct branches of the U.S. government and is independent from the other two. This position is in the Shared Services Information Technology Department. The incumbent is responsible for leading and supporting the planning, implementation, and ongoing support of information technology initiatives that advance the mission of the court. The role manages IT projects from inception through completion, coordinating resources, timelines, and stakeholders while ensuring effective change management, user readiness, and minimal disruption to court operations. The incumbent provides daily help desk support to judges, chambers staff, and court personnel, diagnosing and resolving complex hardware, software, mobile device, and network connectivity issues, and escalating unresolved matters as appropriate to ensure timely resolution. The position also configures, deploys, and maintains PCs, laptops, printers, and mobile devices; installs and maintains operating systems, applications, and network management tools; and ensures all systems are secure, reliable, and compliant with court and federal IT security standards. In addition, the role evaluates and implements new technologies, develops and maintains technical documentation, delivers user training, and promotes the effective adoption and optimization of court technologies through clear communication, guidance, and ongoing support.

### **Duties include, but are not limited to, the following:**

- Lead the planning, execution, and completion of IT projects, including scope definition, scheduling, resource coordination, and stakeholder communication.
- Coordinate and oversee project teams, provide direction, guidance, and support to ensure goals are met. Oversee change management activities, including user readiness, communication, and training.
- Develop project documentation, including implementation plans, timelines, risk assessments, and post-project evaluations.
- Promote the use of technologies to support the mission of the court. Evaluate new software, hardware and software developed outside the court for use by the court. Assist in the evaluation and selection of new technologies, systems, and tools to meet business needs.
- Oversee user readiness activities related to new technologies and systems. Develop communication strategies, training materials, and transition plans to ensure smooth adoption with minimal disruption to court operations.
- Develop and maintain technical documentation, including system operating procedures, knowledge base articles, and end-user guides. Ensure documentation is accurate, current, and useful for both IT staff and end users.
- Provide daily help desk support to judges, chambers staff, and court personnel. Diagnose and resolve complex issues involving hardware, software, mobile devices, and network connectivity. Escalate unresolved issues as appropriate and ensure timely resolution to meet user needs.

### **Conditions of Employment:**

- Applicants must be a citizen of the United States or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please visit <https://www.uscourts.gov>.
- This is a high-sensitive position within the Judiciary. The final candidate will be subject to a background security check after a conditional offer of employment has been extended and accepted.
- Applicants will not be asked about their criminal history prior to receiving a tentative offer of employment. Applicants completing the AO 78 Application for Judicial Branch Employment are not required to complete questions 19 through 21 regarding criminal history. Criminal history is not in itself disqualifying.
- Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individuals' date of hire. All application information is subject to verification.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.
- Employees are subject to mandatory electronic funds transfer.
- Except for Probation Officers, employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees

- Configure, deploy, and maintain PCs, laptops, printers, and mobile devices. Install, upgrade, and maintain operating systems, application software, and network management tools. Ensure systems are secure, reliable, and compliant with court and federal IT security standards.
- Install, upgrade, and maintain software applications, operating systems, and network management tools. Ensure the security, reliability, and performance of local and remote networks.
- Identify user training needs and develop effective training programs, materials, and reference guides. Deliver classroom instruction, one-on-one instruction, and presentations for staff, management, and judges.
- Support staff adoption of new technologies by providing clear communication, training, and follow-up assistance. Assist users in optimizing their use of court applications by developing templates, macros, or custom tools where appropriate.
- Performs other duties as assigned.

### **QUALIFICATIONS**

Qualifications must be met at the time of the application.

#### **Required:**

Must have two years of specialized experience.

#### **Preferred:**

A bachelor's degree in computer science or related field is preferred but not required. Basic understanding of audiovisual systems, networking concepts and basic server administration, and experience planning, coordinating, and providing systems training one-on-one, or in groups.

The candidate must possess:

- strong organizational skills;
- strong project management skills;
- excellent customer service skills;
- problem-solving skills; and
- the ability to work independently and as part of a team.

#### **Specialized experience:**

Specialized experience is defined as progressively responsible experience implementing or maintaining computer systems that include completing computer project assignments involving systems analysis, systems integration, and information technology project management. Experience installing and troubleshooting Microsoft Windows, Microsoft Office 365 applications such as Outlook, Excel, Word, OneDrive, and other commercial off-the-shelf software applications. Experience performing routine hardware maintenance and troubleshooting on computers, monitors, printers, scanners, etc.

### **APPLICATION PROCEDURE**

Applicants must submit a PDF document to [USDCHR@ned.uscourts.gov](mailto:USDCHR@ned.uscourts.gov) to include a:

- Cover letter
- Resume
- Application [Form AO-78](#) (all sections must be completed)
- Contact information for three professional references

Application materials that do not adhere to this procedure will not be considered. Only candidates selected for interviews will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized. The court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.



## **BENEFITS PACKAGE**

- Health, dental, vision, life, and long-term care insurance
- Health and dependent reimbursement accounts
- Student loan forgiveness
- Federal Employee Retirement System
- Thrift Savings Plan with 5% match
- Flexible work schedule
- Telework
- Paid annual and sick leave
- Paid federal holidays
- Parking
- On-site fitness facility

<http://www.uscourts.gov/careers/benefits>