



UNITED STATES PROBATION EASTERN DISTRICT OF NEW YORK

Position Announcement #: NYEP 26-05

Position Title: Systems Administrator/ IT Security Officer

Location: Brooklyn, New York

Grade/Salary: CL 28 (\$84,358 – \$137,165)

Opening Date: April 13, 2026

Closing Date: Open until filled with preference given to applications received by April 27, 2026

Beginning Classification and Step will vary depending on qualifications, experience, and funding availability. Salary progression based on acceptable performance. There is potential for promotion to a higher level without further competition.

POSITION OVERVIEW:

The United States Probation Department for the Eastern District of New York is accepting applications for an experienced full time Systems Administrator/ IT Security Officer. Responsibilities as the Systems Administrator include systems administration, implementation of security/critical patches, remediating vulnerabilities, deploying hardware and software and providing technical support to Probation staff. Responsibilities as the IT Security Officer include determining security policies and implementing security measures and solutions to protect office data and systems. The ideal candidate must have good technical knowledge and be able to communicate effectively.

REPRESENTATIVE DUTIES:

- Install, configure, and document software and manage software deployment, patching and upgrades using endpoint management tools.
- 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.
- Remediate security vulnerabilities on servers, desktop, laptop, and tablet computers in order to protect data, software, and hardware.
- Monitor network infrastructure and components, including all servers and workstations, and implement improvements to performance and security. Design, modify, enhance, test, and implement standard configurations for deployment of workstations, servers, and network components and client software.

- Provide technical expertise in the development and operational support of the court unit's systems and services. Design, test, configure, and deploy new or enhanced systems and applications. Perform troubleshooting during failures and conduct detailed investigations to determine root cause and corrective action.
- Analyze user needs. Research alternatives and propose solutions. Coordinate hardware and software system installations and monitor equipment functioning to ensure specifications are met.
- Provide end user training.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations.
- Review, evaluate, and make recommendations on the court unit's IT security program. Assists 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.
- Establish mechanisms to promote security awareness and adoption of security best practices.
- Write and update security policies, complete security scorecards, audits, and simulations as required.
- Plan for disaster recovery operations and testing, including network performance, security, produce useful system documentation, and perform system startup and shutdown procedures, and maintain control records. Monitor and perform data backups.
- Participate in district-wide network projects including hardware upgrade, work with Administrative Office on wide area network equipment upgrades.
- Perform other related duties or special projects, as assigned.

MINIMUM QUALIFICATIONS:

- To qualify for this position, you must possess two years of specialized experience or possess a master's degree from an accredited college or university.
- Specialized experience is defined as progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the knowledge, skills, and abilities to perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.
- Must be highly self-motivated, extremely detail oriented and organized.
- Must present a professional demeanor, positive personality and work well in a team environment.
- Must possess excellent written and verbal communication skills.
- Must be an innovative and creative problem solver who can effectively work with management on projects and daily challenges.
- Must be able to manage multiple priorities and projects with limited supervision.
- Experience with Active Directory, DNS, DHCP, DFS GPO's and Windows servers.
- This position requires occasional travel between both of our offices located in Brooklyn, New York and Central Islip, New York; therefore a valid driver's license is required.
- Candidates must be able to lift and move items weighing up to fifty (50) pounds.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in computer science or related field.
- Comptia Security+ and/or CISSP certifications.
- Experience with Apple products, IOS operation system and mobile devices.
- Familiarity with Microsoft Office, Windows and Adobe Acrobat.
- Experience with KACE desktop management system preferred.

CONDITIONS OF EMPLOYMENT:

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and every five years thereafter will be subject to an updated investigation similar to the initial one. The investigation includes an FBI fingerprint check, as the position involves handling of confidential or highly sensitive information. The selected candidate may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

BENEFITS:

Judiciary employees serve under "Excepted Appointment" and are considered "at will" employees. Federal Government Civil Service classifications or regulations do not apply. Judicial employees are entitled to the same benefits as other Federal Government employees, which include but are not limited to:

- Paid Annual Leave
- Paid Sick Leave
- 11 Paid Holidays
- Health Insurance
- Dental and Vision Insurance
- Life Insurance
- Retirement Benefits
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Pre-Tax Benefit Programs

HOW TO APPLY:

Applicants must submit a complete application packet to include all the required documents listed below in **one PDF** document:

- Letter of interest, which indicates your knowledge, skills, and experience as they relate to this position (Include vacancy announcement number)
- Resume
- Completed [Federal Judiciary Branch Application for Employment – AO78](#)

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

**All Submissions must be received by 5:00 p.m. on the closing date.
Incomplete applications will not be considered.**

Due to the volume of applications received, the United States Probation Department will only communicate with those individuals who will be selected for the writing skills assessment and/or interviewed for open positions.

The United States Probation Department, Eastern District of New York is not authorized to reimburse candidates for interview or relocation expenses.

The Department reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the preference date, any of which may occur without prior written or other notice.

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