



UNITED STATES PROBATION EASTERN DISTRICT OF NEW YORK

Position Announcement #: NYEP 26-06

Position Title: Senior IT Specialist (Web Development)

Location: Brooklyn, New York

Grade/Salary: CL 27 (\$70,392 – \$114,425)

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 a Senior IT Specialist (Web Development). The incumbent provides technical IT support to the department and works with major national systems and those developed or customized for local use; installs hardware and software; and troubleshoots and fixes technical problems. The incumbent is primarily responsible for creating and updating websites, graphic design and multimedia assistance to staff. The incumbent may meet with end users to analyze their needs to implement solutions. The incumbent works with management in planning, design, maintenance and support of systems to improve efficiency. Customer service is key to the success of the court unit and must be demonstrated by the incumbent. The position also involves occasional travel between our Brooklyn, New York office and our Central Islip, New York office and requires the ability to lift up to 50 pounds.

REPRESENTATIVE DUTIES:

- Design, create and maintain our intranet and external website's content and design. Works with IT and management team to gather, identify, and assess end users' functional requirements and specific needs for using the internet and/or intranet web sites.
- Regularly monitor day-to-day operations of the equipment and systems. Provide routine PC, printer, and file server maintenance and troubleshoot problems with equipment. Works with other IT personnel and management to find information technology solutions to problems, recommending solutions or options for consideration.

- Provide first-line user support and problem resolution to desktop, system, laptop, printer and IOS devices. Assist users experiencing difficulties in the use of applications such as word processing, email, and other software programs used by the court unit and resolves such problems. Create and maintain MS Word -macros, templates, and trouble-shoot hard-to-fix corrupted documents.
- Prepares and submits IT-related purchase requests, document and process returns, and inventory. Serve as Custodial Officer for property management.
- Assist in creating rich and interactive multimedia presentations using PowerPoint and other multimedia editing software.
- Assist users with creating and editing audio and video files.
- Provide expertise with regard to audio/visual equipment and graphic design. Design and develop brochures, office service manuals, posters, etc.
- Provide audio/video conferencing support for meetings and remote collaboration.
- Prepare and maintain documentation for local automated systems as well as for systems acquired from outside the court or the Administrative Office. Prepare and maintain technical documentation for hardware.
- Performs other job-related duties as required.

MINIMUM QUALIFICATIONS:

- To qualify for this position at the entrance level, you must possess a bachelor's degree from an accredited college or university or two years of specialized experience.
- 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.
- Applicants must be able to travel between both of our offices located in Brooklyn, New York and Central Islip, New York, and must possess a valid driver's license.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in computer science or related field.
- CompTia A+, CompTia Security+ and Microsoft 365 certifications.
- Experience setting up, configuring, and supporting video conferencing platforms (e.g., Microsoft Teams, Zoom, WebEx) for meetings and presentations.
- Design, develop, and maintain SharePoint sites, pages, and web parts to support business processes and collaboration.
- Demonstrate working knowledge of mobile device management (MDM) principles, practices, and tools used to support and secure mobile devices in an enterprise environment. Experience enrolling, configuring, and managing mobile devices.
- Experience with Microsoft Word and Adobe Acrobat for the creation and maintenance of professional forms and document templates.

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.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER