

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF TEXAS



**Information Technology Supervisor (26-ITS)
San Antonio, Texas**

Open until January 28, 2026

Salary Range: (CL29) \$86,392- \$140,413

*The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

The U. S. Bankruptcy Court for the Western District of Texas is seeking qualified candidates for an Information Technology Supervisor in our San Antonio Office. The IT Supervisor performs first-line supervisory work related to automated systems within the Court, including system and application introduction, operation, coordination, and integration. The incumbent is responsible for supervising systems training and for overseeing the effectiveness of all office automation equipment within the Court. The IT Supervisor directs staff and ensures compliance with the appropriate guidelines, policies, and internal controls. The position also provides technical support to the staff and operations of the Court. This position is part of the Senior Management Team and reports directly to the Clerk of Court and will lead a team of professionals in information technology across the Court's divisions. The clerk's office has approximately 30 employees in four divisions that include Austin, El Paso, San Antonio and Waco. The clerk's office serves five Judicial Officers and their staff.

Representative Duties:

- Supervise employees involved in information technology activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Identify issues and resolve disputes. Maintain documentation, statistics, and employee records. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.
- Assist in developing short term and long range automation improvement plans for the court unit, ensuring that changes can be implemented with minimal disruption at the court site. Supervise execution of implementation plans for major automated systems. Adapt software and documentation; perform testing; establish operating procedures; devise security systems for hardware, software, and data. Establish training in system use and capabilities.
- Advise management in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems.
- Develop budget justification for system equipment, up-grades, and normal operations. Assist in monitoring or approving expenditures for automation operations.
- Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Communicate effectively (orally and in writing) to individuals and groups to provide information, translating and documenting technical terms into non-technical language. Interact effectively and appropriately with others, provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Foster effective and collaborative internal and external working relationships.

Minimum requirements include:

- The candidate must possess three years of specialized experience that includes progressively responsible administrative, technical, professional, supervisory, or managerial responsibility that provided the candidate an opportunity to gain skill in developing the interpersonal work relationships necessary to lead a team of employees and exercise mature judgment.
- The candidate must possess a minimum of three years of progressively responsible IT experience designing, implementing, or maintaining computer systems. The successful candidate must have the ability to communicate effectively, both orally and in writing, with constituents from a wide variety of educational and professional backgrounds. Must be able to lift items weighing approximately 50 pounds; moderate physical effort may be involved in moving, connecting, or troubleshooting equipment. Demonstrate broad working knowledge of theories, principles, practices, and techniques of computer hardware and software, office automation, database design, and data communications. Display experience in analyzing, evaluating, and determining automation needs, and planning implementation to meet those needs. Exhibit skill in training non-automation personnel in automation techniques and processes.
- Demonstrate skill in the use of automated equipment, including word processing and spreadsheet applications, requisite Court computer programs, automated case management systems, financial records management systems, human resources systems, and related databases and applications.
- A high degree of demonstrated professionalism, positive attitude and strong work ethic;
- A professional demeanor and appearance appropriate for a law or professional office environment.
- The ability to communicate effectively with a variety of people in a positive manner and the ability to use discretion.

Preferred Experience:

- A bachelor's degree in Information Technology, Computer Science or related field from an accredited college or university;
- Court Information Technology experience
- Experience with CM/ECF, JFinsys, Adobe, VMware, Web Development, Web Services, SharePoint, and Microsoft suite of applications.
- Advanced knowledge of networking, operation systems, servers, and thorough knowledge of LAN/WAN internetworking technologies.
- Supervisory experience.

Additional Information: Federal Judiciary employees are at will and are not subject to the employment regulations of competitive service. Employees are required to adhere to the Code of Conduct for Judicial Employees. The selected candidate will undergo an initial FBI background investigation to include criminal and credit history. Appointments are provisional and contingent upon the satisfactory completion of a background check. A negative finding may result in termination of employment. Updates are required every five years. Applicant must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. Travel for the interview and relocation expenses will not be reimbursed. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Employee Benefits: The Judiciary offers a generous benefits package. For information about benefits, please visit: [Judiciary Benefits](#)

How to Apply: Qualified applicants are required to submit their documents using our [HR Employment Application System](#).

Application Tips:

- All applicants are required to submit a cover letter, most recent resume, a completed AO 78, a copy of their most recent performance review OR two **letters** of recommendation (not a list of referrals).
- AO78 Federal Judicial Branch Application for Employment can be obtained at [Application](#)
- Address the Cover letter to Human Resources.
- All applications must be complete and in the system by 3pm central time on Wednesday, January 28, 2026.

Incomplete applications will not be considered.

The United States Bankruptcy Court is an Equal Opportunity Employer