



UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

OFFICE OF PROBATION AND PRETRIAL SERVICES

VACANCY ANNOUNCEMENT

CYBERCRIME INVESTIGATION LAB MANAGER

05-UTP-26

OPEN DATE: MAY 1, 2026

CLOSE DATE: OPEN UNTIL FILLED
PREFERRED APPLICATION DATE: MAY 19, 2026

The Office of Probation and Pretrial Services is accepting applications for the position of Cybercrime Investigation Lab Manager. The position is a Court Personnel System classification level 30, salary range of \$100,604 - \$163,535. This position will be located in the Salt Lake City office, with a work schedule Monday through Friday days. This position will report to the Deputy Chief U.S. Probation Officer.

POSITION OVERVIEW:

The Cybercrime Investigation Lab Manager oversees the cybercrime investigation unit responsible for the investigation and supervision of defendants/persons under supervision who utilize a computer as an instrument or tool for criminal activity (e.g. computer fraud, hacking, stalking, credit card fraud, money laundering, counterfeiting, child sexual exploitation, identity theft, etc.). The position also serves as the district's expert in search and seizure and risk assessment in this specialized area.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Supervise professional law enforcement, technical, and/or support staff in their duties, including establishing standards. Confer regularly with staff to provide direction and assistance in case situations and with general operational procedures. Serve as a resource for staff to assist with performing work successfully and efficiently.
- Review and edit written work, including correspondence, and reports submitted to the court. Ensure that recommendations made by officers to the court adhere to local and national policy and guidelines. Establish schedules and deadlines for completion of work.
- Assist administration in the formulation and modification of office management policies. Assist in monitoring the work of vendors and contractors, including negotiating terms of agreement, evaluating work, ensuring that contract terms are met, and related activities.
- Develop and oversee annual cybercrime investigation program budget, including determining need for purchasing new equipment, addressing equipment repairs as necessary, evaluating and making recommendations for acquiring/renewing licenses.
- Communicate and respond to management requests regarding case operations. Answer procedural questions for judges, staff, and the public.
- Interpret and apply policies and procedures, statutes, Federal Rules of Criminal Procedure, the U.S. Sentencing Guidelines, the Guide to Judiciary Policy, and relevant case law in the area of specialization.
- Utilize and maintain ongoing training of computer forensic, hardware, and software tools to investigate and supervise defendants/persons under supervision involved in cybercrime.

- Coordinate the district's computer/internet monitoring program, including installation of software, troubleshooting computer issues, coordinating offender payments, and monitoring internet use of persons under supervision.
- Serve as a resource and expert to the court, officers, and staff in cybercrime and matters. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization.
- Assist in developing policies and proposals to provide needed services. Train and assist officers on identification, investigation, and supervision of defendants/persons under supervision involved in cybercrime.
- Testify as necessary at court hearings.
- Provide proposals/recommendations for updates or amendments to conditions of supervision for defendants/persons under supervision involved in cybercrime.
- Clearly communicate expectations and motivate staff; provide guidance and mentorship to help employees develop their capabilities to their maximum potential.
- Perform supervisor functions such as handling personnel issues, carrying out disciplinary actions when required, completing performance appraisals, managing workflow, and overseeing the facility.
- Conduct unit meetings, keep staff informed of policies and procedures of the organization as a whole and serve as a major communication catalyst and link between line staff and administration.
- Train new staff and evaluate training needs of current staff.
- Certify and approve time and attendance of staff in the HRMIS system, review/approve training requests of staff.
- Develop cooperative relationships with other agencies.
- Work closely with IT Manager in identifying the needs of cyber investigation program technical operations and securing the necessary technical resources to maintain operations.
- Liaise with senior management in other districts in support of active and prospective MOUs for cybercrime forensic support.
- Complete other duties as assigned, as directed by the Deputy Chief U.S. Probation Officer and/or the Chief U.S. Probation Officer.

QUALIFICATIONS & REQUIREMENTS:

To qualify for the position candidates must have a minimum of five years' progressively responsible experience, including a minimum of two years of specialized experience.

The successful candidate must have the following: a broad knowledge of the criminal justice system; a comprehensive understanding of federal pretrial services, probation and parole legal requirements, policies and procedures; a thorough knowledge of investigative techniques; a familiarity with a wide variety of resources; superior communication skills, both verbal and written; the ability to organize and work under deadlines; the ability to exercise sound judgement, analyze situations and determine appropriate solutions to problems; the ability to be flexible and adapt to unanticipated needs and problems; the leadership skills required to lead and motivate a staff and provide counseling and training as required; the ability to maintain confidentiality and interact tactfully with a wide variety of individuals; and the ability to work as part of a team.

SPECIALIZED EXPERIENCE:

Thorough knowledge of computer technology and cybersecurity, its application to criminal endeavors, and issues associated with investigating and supervising computer-related cases and other specialized cases. Expert knowledge of resources available in cybercrime detection including the following:

- Thorough knowledge of computer and networking technology, particularly in their application to criminal endeavors, and issues associated with investigating and supervising computer-related cases and other specialized cases.
- Expert knowledge of resources available in cybercrime detection.
- Significant operational experience collaborating with other federal and local law enforcement agencies in support of cybercrime investigations.
- Substantive experience in developing, creating, and implementing training curriculum in the field of cybercrime and information technology (IT).
- Significant experience testifying as an expert witness in federal court proceedings.
- The following digital forensics certifications/training or their equivalent: SCERS, MFTP, CNITP, etc.
- Industry standard software, such as Magnet Forensics: Axiom, Cellbrite, etc.
- Industry IT certifications, such as CompTIA Security+, CySA+, Network+, etc.
- Substantive knowledge of and experience with operating systems.

PREFERRED QUALIFICATIONS:

- Bachelor's or Master's degree in a related field.
- Extensive knowledge of management principles, practices, and techniques, and skilled in their application.
- Be skilled and knowledgeable about national initiatives impacting all disciplines.

PERSONAL CHARACTERISTICS:

A successful candidate must be mature, responsible, poised, organized and meticulous. Must also possess tact, good judgment, initiative and the ability to work with a wide variety of people with diverse backgrounds.

SALARY AND BENEFITS:

The salary for this position is a CL 30 (\$100,604 - \$163,535) depending on length and relevance of experience. The position falls within the Judicial Branch of the U.S. Government and the benefits include participation in the FERS_FRAE retirement system, health, dental, vision and life insurance programs, holiday and leave accrual, tax deferred saving plan and periodic salary increases. This position is subject to mandatory direct deposit participation.

CONDITIONS OF EMPLOYMENT:

All application information is subject to verification. Appointment to this position is contingent upon a background investigation including an FBI fingerprint check. The Cybercrime Investigation Lab Manager is an excepted service position, serves at the pleasure of the court, and is an 'at will' employee who can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be United States citizens or be eligible to work in the United States, under 8 U.S.C. § 1324b(a)(3)(B).

APPLICATION PROCEDURES:

Qualified candidates and/or transfers are invited to submit:

1. Letter of interest outlining your experience in computer technology, cybersecurity and investigations
2. Detailed resume including education, previous employment, and key career accomplishments
3. Application for Judicial Branch Employment ([AQ78](#))

The application form ([AO78](#)) is available on the court's website <https://www.utp.uscourts.gov/> or at the address listed below from 9:00 a.m. to 4:30 p.m. Monday - Friday. Application packages are preferred by May 19, 2026. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.

Please email application packages in PDF format to UTD_HumanResources@utd.uscourts.gov

Or mail or hand deliver to:

United States District Court
Attention: HR – Cyber Investigation Manager
351 South West Temple, Suite 2.117
Salt Lake City, UT 84101

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