

**UNITED STATES DISTRICT COURT**

Western District of North Carolina

U.S. Probation Office

**Job Announcement Number: 26-10**

**Position Title:** SYSTEMS SUPPORT ANALYST (CYBER-CRIME)

**Type of Appointment:** Full Time

**Starting Salary:** \$50,461 - \$82,054

**Grade Level:** CL 25/26

**Promotion potential to the CL 26 without further competition**

**Position Location:** Charlotte, North Carolina

**Open Date:** Thursday, June 4, 2026

**Closing Date:** Monday, June 22, 2026

The U.S. Probation Office in Charlotte is seeking qualified applicants for a Systems Support Analyst position. The Systems Support Analyst will assist in the investigation of computer and telecommunications activities related to crime. This position will provide investigative support to U.S. Probation Officers and Cyber Crime staff by analyzing data captured from digital and other multimedia devices utilizing appropriate scientific methodologies, forensic techniques, and quality assurance practices in support of criminal and civil investigations.

This is **NOT** a law enforcement position.

**PRIMARY DUTIES**

- Assist with the ongoing review and analysis of remote internet and computer monitoring data provided by the monitoring application.
- Review remote internet and computer monitoring data with the supervising officer at a frequency established by the supervising officer or commensurate with the person under supervision's specific risk level and / or needs.
- Review IPPC monitoring invoices and confirm device statuses with the supervising officer and / or the remote monitoring company.
- Consolidate comprehensive information into strategic analytic products that assist court services and supervision officers in the understanding of potential non-compliant behavior.
- Assist in the documentation of initial, compliance, and investigative searches when used to meet the objectives of supervision and pursuant to conditions of release.
- Assist the Evidence Custodian and Systems Analysts in matters relating to proper collection, preservation, packaging, submission, and disposal of seized property; ensures evidence handling requirements are met.
- Act as liaison between the forensic analysis process and investigation by working with both analysts and officers to streamline and target specific information.
- Assist in conducting forensic examinations of digital and other multimedia evidence

collected by the Systems Analyst through the application of scientific practices for the recognition, collection, analysis, and interpretation of digital evidence for violation proceedings.

- Act as a liaison with other federal, state, and local agencies on technical developments, forensic methods, and investigate problems of common interest.
- Consolidate comprehensive information into strategic analytic products that assist court services and supervision officers in the understanding of potential non-compliant behavior.
- Assist in tracking and maintaining case information pertaining to legal matters such as supervised release hearings, new federal indictments, and new state charges.
- Perform data entry into various law enforcement databases and systems in a timely manner.
- Assist in providing training sessions and educating staff regarding computer related crimes including training on investigation techniques and tools, supervision strategies, and legal and privacy issues.
- Assist Court Services and Supervision officers formulate recommendations and conditions of release to address specific risk issues posed by cyber and computer related crimes.
- Participate in training in cybercrime investigation and stay abreast of new developments, research, and technical tools to further the cyber and computer monitoring efforts.
- Routine travel throughout the district is required.
- Occasional travel outside of the district may be required.

## **QUALIFICATIONS**

The qualification for a CL 25 is high school graduate or equivalent and one year of specialized experience. Specialized experience is: Progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular 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.

Basic knowledge of the following is preferred:

- knowledge of common operating systems (Windows, OS X, Linux);
- knowledge of common mobile operating systems (Android, iOS, Windows, RIM);
- knowledge of file systems, file names, file headers, file extensions, compound files, file metadata, and Windows artifacts;
- knowledge of networking environments and configurations

General knowledge of computer management skills in the following areas is preferred:

- Encryption / decryption / steganography;
- Anti-virus, anti-spyware, firewall functions;
- POP3/IMAP/SMTP applications vs. web based email;
- Open source applications;
- P2P and file sharing;
- Remote / cloud storage;
- Virtual machines;
- Bootable operating systems;
- Networks;
- IRC and chat functions;

- Slack Space / free space; and
- BIOS

## **BACKGROUND INVESTIGATION**

Final applicant for this position is subject to a full National Crime Information Center (NCIC) background records check, fingerprint submission, credit bureau check and submission of certified academic transcript. Offer of employment is contingent upon favorable completion of these checks.

## **HOW TO APPLY**

Applicants must submit the following in a **single PDF document** by close of business Friday, June 22, 2026, (5:00 PM) and reference vacancy number 26-10:

- Cover letter and resume
- Completed AO-78, Application for Judicial Branch Federal Employment
  - Located at [www.ncwp.uscourts.gov](http://www.ncwp.uscourts.gov) under All Employment Opportunities Link
- Copy of most recent performance evaluation

Application packages should be emailed to [HR@ncwp.uscourts.gov](mailto:HR@ncwp.uscourts.gov)

## **INFORMATION FOR APPLICANTS**

Electronic Fund Transfer (EFT) for payroll deposit is required. Applicants must be U.S. citizens or eligible to work in the United States. The court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the selected candidate. Due to the volume of applications received, the U.S. Probation Office will contact only the most qualified applicants who will be invited for an interview. Only those interviewed will receive notification when the vacancy is filled.

The Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. More than one position may be filled from this posting. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Probation Chief may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

*The Western District of North Carolina is an Equal Employment Opportunity Employer and strives to build and maintain a diverse and inclusive workforce.*