



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA**
<https://www.alnd.uscourts.gov/>

JOB OPPORTUNITY NUMBER: ALND 26-12

POSITION: Information Technology Specialist II

LOCATION: Birmingham, AL

OPENING DATE: June 29, 2026 CLOSING DATE: July 24, 2026

CLASSIFICATION LEVEL: CL 27

STARTING SALARY: \$60,334 - \$98,077

The actual starting salary is dependent upon experience and qualifications.

OFFICE SUMMARY

The Clerk's Office of the U.S. District Court for the Northern District of Alabama is comprised of over 50 professional staff providing administrative and operational support to 14 federal judges located across 5 geographical divisions. The District enjoys a friendly and talented workforce, an interesting and evolving workload, and collegial agency relationships across the U.S. Government and State of Alabama.

POSITION OVERVIEW

The Information Technology (IT) Specialist II is responsible for providing advanced technical support and assistance to court staff and judicial officers. The incumbent performs a variety of IT-related tasks, including hardware and software installation, troubleshooting, and maintenance. The IT Specialist II ensures compliance with appropriate guidelines, policies, and approved internal controls. This position reports directly to the IT Manager.

Travel between geographical divisions is required to interact with judges and staff, evaluate current systems, identify issues, and oversee AV projects. Travel between Federal Districts may be required to support future shared services with partner Districts. Limited situational telework may be available per policy at the discretion of the Clerk of Court.

DUTIES AND RESPONSIBILITIES

- Oversee network support activities such as cabling, first-level troubleshooting, and maintaining network security. Perform data backups and disaster recovery operations.
- Administer and maintain the court's server infrastructure, including Active Directory, email servers, and file servers, ensuring high availability and performance.
- Monitor network performance and troubleshoot connectivity issues, optimizing network infrastructure for optimal speed and reliability.
- Manage and coordinate IT projects, ensuring minimal disruption to court operations. Develop, plan, and implement automation improvements.

- Install, configure, update, and repair computer hardware and peripherals, including desktops, laptops, mobile devices, printers, scanners, and multi-function devices.
- Configure and install IP telephones, provide basic IP telephone system support, and manage video conferencing equipment.
- Respond to help desk calls, emails, and web requests, resolving issues in a timely manner or escalating them as needed. Provide second-level technical support to court staff, including judges, chambers staff, and Clerk's Office staff.
- Provide hands-on support for courtroom and conference room audio-visual (AV) equipment. Assist with the maintenance of evidence presentation equipment.
- Troubleshoot and resolve technical issues with courtroom technology, including AV equipment, presentation systems, and recording devices, ensuring proper operation.
- Provide support and knowledge for an array of Microsoft Office and Adobe applications in an Office 365 environment. Evaluate, test, and implement new operating systems, off-the-shelf and locally developed software, workstation hardware, and mobile devices.
- Provide ad hoc end-user training on software applications and hardware. Develop and maintain documentation for local software applications, procedures, and systems.
- Create and maintain documentation and guidelines for hardware, software, processes, and procedures. Ensure compliance with the Guide to Judiciary Policy, applicable Judiciary IT policies and procedures, and internal controls guidelines.
- Provide guidance and mentoring to junior IT staff, assisting them with technical challenges, professional development, and skill enhancement.
- Maintain a developed understanding of the latest trends and technologies in the IT field.
- Provide backup coverage for IT staff, as required.
- Perform other duties, as assigned.

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the U.S. District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are at-will and can be terminated with or without cause by the Clerk of Court.

MINIMUM QUALIFICATIONS

Applicants must possess a minimum of three (3) years of specialized experience in systems administration, network operations, and end-user support. Experience should include hardware management, routing and switching, Windows server administration, Active Directory, network diagnostics, data backup and disaster recovery, and enterprise troubleshooting. Experience with Microsoft 365, virtualization technologies, backup solutions, and IT project implementation is highly desirable. Candidates must demonstrate strong analytical, organizational, interpersonal, and communication skills and be capable of explaining technical concepts to users with varying levels of technical expertise. Experience working in or with the Federal Government is preferred.

Other Requirements: The incumbent must be detail-oriented and possess strong problem-solving skills; able to communicate accurately, effectively, and timely with colleagues, senior executives, and across agencies; and highly skilled in the use of automated systems and software, including word processing, spreadsheets, and databases.

EDUCATION

Applicants must possess a high school diploma. A bachelor's degree in computer science, information technology, telecommunications, management information systems, or a related field is preferred. Desired certifications include CompTIA A+, Network+, and Security+, Microsoft 365 or Windows Server certifications, Veeam or equivalent backup administration certifications, and ITIL Foundation.

BENEFITS

A generous benefits package is available and includes:

- Paid annual leave (13-26 days, depending on federal service accrued)
- Paid sick leave (13 days)
- Paid holidays (11 days)
- Retirement benefits (e.g., immediate matching contributions in the Thrift Savings Plan)
- Optional participation in Federal Employees' Health Benefits, supplemental Dental and Vision Insurance, and Federal Employees' Group Life Insurance

APPLICATION INFORMATION

Interested applicants must submit four (4) items combined into a single PDF:

- 1) a cover letter;
- 2) a resume;
- 3) a list of professional references; and
- 4) a completed Federal Judicial Branch [Application for Employment \(AO 78\)](#).

Submit materials electronically to personnel@alnd.uscourts.gov. Hard copies and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be contacted.

The U.S. District Court is an Equal Opportunity Employer.