



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

**JOB OPPORTUNITY NUMBER: ALND 26-04**

**POSITION: Information Technology Technician**

**LOCATION: Birmingham, AL**

**OPENING DATE: February 17, 2026      CLOSING DATE: March 13, 2026**

**CLASSIFICATION LEVEL: CL 25**

**STARTING SALARY: \$49,858 - \$81,074**

**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 15 federal judges and 50 chambers staff located across 5 geographical divisions.

**POSITION OVERVIEW**

The Information Technology Technician provides technical support and assistance to court staff and judicial officers. The incumbent provides general day-to-day IT support and training for end users, installs and configures computer hardware and software, performs routine troubleshooting, and supports the Courtroom Technology Specialist in repairing and upgrading courtroom technology systems. This position reports to the IT Supervisor.

**Occasional travel between geographical divisions is required to support judges and staff, monitor current systems, identify issues, and assist in IT/AV projects. Limited situational telework may be available per policy at the discretion of the Clerk of Court.**

**DUTIES AND RESPONSIBILITIES**

- Respond to help desk calls, emails, and web requests, resolving issues in a timely manner. Troubleshoot routine IT equipment and software problems.
- Install and configure new software applications. Provide support and knowledge for an array of Microsoft Office 365, Adobe, and other common software applications.
- Install, configure, update, and repair computer hardware and peripherals, including desktops, laptops, tablets, mobile devices, printers, scanners, and multi-function devices.
- Operate AV equipment and assist with teleconferencing and videoconferencing.
- Provide AV systems training to end users and assist in the maintenance of system documentation and user-friendly resources for system operation.
- Provide hands-on support for the installation, maintenance, and daily operation of courtroom and conference room audio-visual (AV) equipment and systems.

- Assist with courtroom system upgrades and coordinate service, as needed.
- Perform routine system checks, assist with data backups, and support disaster recovery.
- Assist with IT-related procurements and perform inventory of IT/AV equipment.
- Monitor the latest trends and new technologies in the IT field.
- Review AV systems-related directives and correspondence from the AO, judges, the Clerk, and external agencies to determine impacts and necessary actions.
- Comply with the Guide to Judiciary Policy, applicable AO policies and procedures, and internal controls guidelines.

## 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 have a minimum of two (2) years of specialized experience that includes knowledge and responsibility in common software applications, IT helpdesk support, IT hardware and peripheral installation and configuration, AV systems support, and IT/AV equipment inventory. Experience working in or with the federal or state government is preferred.

Other Requirements: The incumbent must be detail-oriented and possess strong interpersonal, organizational, customer service, and problem-solving skills; able to communicate accurately, effectively, and timely with end users; and skilled in the use of automated systems and software, including word processing and databases.

## EDUCATION

Applicants must possess a high school diploma, or equivalent. A college degree is preferred.

## 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](mailto: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.**