

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT EASTERN DISTRICT OF KENTUCKY VACANCY ANNOUNCEMENT - NO. 26-02

Position:	Information Systems Technician
Location:	Lexington, Kentucky
Salary Range:	Starting grade is CL24 (starting at \$44,701 - \$61,722) with promotion potential to CL25 based on acceptable performance. Starting salary usually in the low to middle portion of the range provided, depending on qualifications and experience
Position Type:	Full-time, one-year term appointment
Opening Date:	February 5, 2026
Closing Date:	Open Until Filled Preference given to applications received by March 2, 2026

The Clerk's Office of the U.S. District Court for the Eastern District of Kentucky is accepting resumes for the position of Information Systems Technician in Lexington, Kentucky.

Position Overview:

The United States District Court for the Eastern District of Kentucky is accepting applications for an **Information Systems Technician**. The incumbent provides technical support to judges, judicial staff, and clerk's office staff pertaining to personal computers, laptops, network servers, and software applications. Additionally, the incumbent will support off-the-shelf software applications, major national systems, and systems developed or customized for local use. The incumbent analyzes, designs, and makes recommendations on short- and long-term information technology plans and projects to the IT Director. This temporary position is for one year and two days with potential to be made permanent.

Representative Duties:

- Provides user support and training to court staff of all levels on the operation of a variety of IT systems.
- Responds to help desk calls and emails; troubleshoots hardware and software problems; acts as onsite technical resource to provide information and solve basic systems-related problems.
- Assists in the installation and maintenance of national systems and commercial off-the-shelf software.
- Receives, configures, and distributes new hardware in accordance with the court's cyclical replacement policy.

- Promptly reports all inventory additions and changes to the custodial officer and assists with the completion of physical inventory sightings.
- Install, configure, maintain, and troubleshoot audio-visual systems, including conference rooms, courtrooms, presentation equipment, and hybrid meeting technology.
- Provide on-site and remote support for meetings, events, and training sessions involving AV technology.
- Assist with the administration, monitoring, and maintenance of network infrastructure (switches, wireless access points, firewalls).
- Troubleshoot network, connectivity, and performance issues.
- Participate in network security practices, including monitoring, access control, and incident response support.
- Travels as needed to divisional offices to work with other court IT personnel and perform duties as defined above.

Minimum Qualifications Standards and Education Substitutions

A high school diploma or equivalent is required along with two years of general experience and one year of specialized work experience in government or private sector, which provided a thorough understanding of information technology within an organization of high-volume workflow. A bachelor's degree in a related field may be substituted for general work experience. Occasional light to moderate lifting is required. Applicants must display a pleasant attitude and work well with others; be mature, responsible, reliable, discreet, and organized; have the ability to take initiative and the flexibility to work in a team-based environment where attention to detail and procedure are critical; be able to communicate effectively both orally and in writing with various audiences; and possess the ability to analyze problems and employ knowledge, skills, and abilities in the resolution of problems.

Specialized Experience

Applicants should possess strong technical skills which may include: experience with Windows Server, RedHat Linux, Windows 10 and 11, Microsoft Office 365 and other related applications are desirable; thorough knowledge of computer processes and capabilities, including various programming languages and database management; good knowledge of word processing software and the ability to adapt it to local needs; ability to perform routine hardware maintenance and repair; and experience in computer equipment analysis, configuration, and installation. The incumbent should have a general understanding of IT terminology and methodology, including the completion of computer project assignments that involve systems analysis, design, and programming.

Preferred Qualifications

The ideal candidate demonstrates the ability to prioritize tasks and manage multiple responsibilities effectively in a fast-paced environment; possesses strong written and verbal communication skills, enabling them to communicate clearly with end users and IT staff in a positive and supportive manner; exhibits a customer service-oriented mindset, strong work ethic, and sound judgment; can work independently with minimal supervision as well as collaboratively as part of a team; and has a willingness to learn new technologies and take on unfamiliar challenges.

Benefits

For more information on benefits available to you as an employee of the Federal Judiciary, please review the extensive benefits section of the United States Courts website at <https://www.uscourts.gov/careers/benefits>

Conditions of Employment

The position is an excepted appointment subject to background investigation, and all appointments are provisional upon a favorable suitability determination. The position is eligible for federal benefits. Applicants must be U.S. citizens or eligible to work in the United States. Employees of the U.S. District Court are "at-will" employees. All appointments are subject to mandatory electronic funds transfer for payment of net pay. The U.S. District Court for the Eastern District of Kentucky is an equal opportunity employer and values diversity in the workplace.

Application Procedures and Additional Information

To apply, please submit a cover letter, resume, contact information for three references, and salary history to: hr@kyed.uscourts.gov

This documentation should be consolidated into a single electronic file in pdf format and attached to the email. **INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN A SINGLE PDF FILE MAY NOT BE CONSIDERED.**

The Court reserves the right to modify the conditions of this vacancy announcement at any time, or withdraw it, without prior notice. Travel to interview and relocation expenses will not be reimbursed. Only applicants selected for interview will be contacted. No phone calls please.