



Temporary IT Technician II – 1 Year Term

**U.S. DISTRICT COURT-
EASTERN DISTRICT OF VIRGINIA**

WEBSITE :

www.vaed.uscourts.gov

PHONE:

757-222-7303

Announcement #:

FY 26-20A

Location:

Alexandria, VA

Appointment:

Full-time/Temporary

Open: 04/14/2026

Priority consideration:

05/06/2026

Closes: Open until filled

SALARY RANGES

- (CL 25) \$56,478 – \$70,623
- Actual starting salary dependent upon qualifications.

POSITION OVERVIEW

This one-year temporary position is located within the Eastern District of Virginia Consolidated Information Technology Department which serves judges, judicial staff, and the staffs of the Clerk’s Office and the U.S. Probation Office. The Temporary Information Technology Technician II provides IT help desk support for end users along with technical support in installing and configuring hardware and software programs.

MINIMUM QUALIFICATIONS

Must have two years of specialized experience related to the technical aspects of data processing, office automation, and data communications onsite and/or remote technical support of hardware/software/peripherals, basic IP phone and troubleshooting, mobile devices and their applications, terminology, methodology, and experience in end-user training. Proficiency in Windows and Microsoft Office products is required.

Bachelor’s degree preferred.



REPRESENTATIVE DUTIES

- Respond to help desk calls and emails, log computer problems, and assist with routine problems; problems that are not quickly resolved or require a subject matter expert may be escalated to the next level;
- Utilize and maintain service desk management application;
- Analyze, log, track and resolve software/hardware matters of significance pertaining to network connectivity issues, printer, servers, and applications to meet district needs;
- Manage and maintain printers, scanners, and other peripherals including firmware and driver updates;
- Provide initial new user training for Microsoft Office and other required applications as well as other end user IT training as necessary;
- Set up, configure, install, and document hardware and software;
- Provide support for mobile computing devices and remote access;
- Prepare and maintain the documentation and standard operating procedures and checklists for end users and other technicians;
- Receive and maintain inventory of IT related assets according to internal control policies;
- Assist with creating and closing user accounts;
- Provide backup assistance to the Courtroom Technology Administrator and other IT staff;
- Participate in local or national conferences and similar gatherings to continue professional development; and
- Perform other related duties, as assigned.

Additional Requirements:

The successful candidate will be a customer service-oriented professional who is responsible, friendly, organized and have the following:

- Ability to follow IT security standards and defined policies and procedures, and accept responsibility for work product.
- Ability to independently analyze, isolate and solve IT related problems.
- Ability to communicate technical information effectively (orally and in writing) to end users in a manner that they can understand.
- Ability to work on multiple tasks, be flexible and tactful when working under pressure in a team environment.
- Ability and willingness to travel occasionally to district offices and off-site training.

Application Instructions: Applicants must submit a letter of interest/cover letter, resume, list of professional references, and form [AO78 Application for Employment](#) in one (1) PDF formatted document to Jobbox6@vaed.uscourts.gov with subject line: **FY26-20A Temporary IT Technician II**. **To ensure priority consideration, applications must be received by 05/06/2026.** Only applicants selected for an interview will be contacted.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#), which is available to applicants to review upon request.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court.

Employees will be hired provisionally pending the results of a background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

**The United States District Court is
an Equal Opportunity Employer**

BENEFITS

- **A generous benefits package is available and includes:**
- **A minimum of 11 paid holidays per year**
- **Paid annual leave**
- **Paid sick leave**
- **Retirement benefits**
- **Optional participation in the Thrift Savings Plan**
- **Optional participation in choice of Federal Employees' Health Benefits**
- **Optional participation in the choice of Supplemental Dental and Vision Insurance**
- **Optional participation in choice of Federal Employees' Group Life Insurance**
- **Optional participation in the Flexible Benefits Program**
- **Optional participation in Long- Term Care Insurance**
- **Optional participation in private long-term disability plan**
- **Situational telework authorized**
- **Credit for prior government service**