



IT Intern

U.S. DISTRICT COURT- EASTERN DISTRICT OF VIRGINIA

WEBSITE :

www.vaed.uscourts.gov

PHONE:

757-222-7303

Announcement #:

FY 26-22ARN

Location:

Alexandria, VA,
Richmond, VA, or
Norfolk, VA

Appointment:

Temporary: As soon as
June 1, 2026 –
September 4, 2026

Open: 05/11/2026

Priority consideration:
05/22/2026

Closes: Open until filled

SALARY RANGES

- (CL 23-Step 1): Hourly
 - Norfolk: \$19.69
 - Alexandria: \$22.19
 - Richmond: \$20.26

POSITION OVERVIEW

The incumbent performs various IT and project management support activities in a shared services environment that supports multiple offices and functional areas within the district. More than one position may be filled with this announcement.

MINIMUM QUALIFICATIONS

A highly motivated individual who is eager to assist with various projects surrounding information security and information technology. Someone who wants to learn, is collaborative, listens, communicates well, has an interest in project management and project planning, and has a passion for delivering excellent customer service.

- A high school diploma or equivalent.
- Two full-time years of general experience, OR at least two academic years of education above the high school level.
- Duties may at times require working outside of normal business hours or local travel. Physical effort may be involved.

REPRESENTATIVE DUTIES

- Provide day-to-day end-user support, which includes troubleshooting routine PC equipment and software problems.
- Assist with the distribution and installation of new hardware and equipment, such as laptops, printers, and mobile devices.
- Assist in managing projects and developing project plans and documentation.
- Install and configure new software applications.
- Perform other duties as assigned or necessary.

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 Jobbox5@vaed.uscourts.gov with subject line: **FY26-22ARN IT Intern.**

To ensure priority consideration, applications must be received by 05/22/2026. 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**