

# VACANCY ANNOUNCEMENT (VA 25-08)



United States District Court - Middle District of PA

## **INFORMATION TECHNOLOGY (IT) SPECIALIST (Full-Time Position) Scranton, Pennsylvania**

**SALARY:** CL 26-1 (\$53,839) – CL 26-61 (\$87,482)

*Opening Date: December 22, 2025 - Closing Date: January 9, 2026*

The United States District Court for the Middle District of Pennsylvania is seeking qualified applicants for the position of full-time (40 hours/week) IT Specialist for the Clerk's Office of the United States District Court, Middle District of Pennsylvania. The position is based in Scranton, Pennsylvania, and reports to the IT Manager. Occasional travel to the other divisional offices (Harrisburg, Williamsport and Wilkes-Barre), as well as business travel, is required.

### **POSITION OVERVIEW:**

The IT Specialist provides help desk and analytical support to end-users; performs routine system installation, repair and maintenance; and develops software and hardware documentation and guidelines. The IT Specialist also evaluates, tests and recommends new systems improvements for the Clerk's Office and chambers.

### **REPRESENTATIVE DUTIES:**

- Provides software support and training for users of all levels, particularly for Microsoft Office 365 applications.
- Responds to help desk calls and provides support to all staff by answering and tracking requests regarding hardware and software problems, user application questions, and system access.
- Performs hardware and software system configuration, upgrades, maintenance, troubleshooting and repairs on computers and peripherals.
- Provides support for courtroom audio and video technology, mobile computing devices, IP telephones, video conferencing, and remote access.
- Maintains, installs, and updates desktop computers and laptops, including new product evaluation and software compatibility analysis.
- Coordinates user support issues among team members to ensure accurate and timely responses to user questions and issues.
- Creates and maintains documentation of hardware, software, processes, and procedures for users.
- Assists in the installation of upgrades of new or revised off-the-shelf and desktop releases. Provides support for systems maintenance and automation inventory controls. Provides cabling support.

**REPRESENTATIVE DUTIES (cont'd):**

- Ensures compliance with upgrade schedules and software standards for personal computers and other systems.
- Assists with network systems, including servers and user account administration, switches, backup management, disaster recovery, and connectivity problem solving.
- Performs other duties as assigned.

**QUALIFICATIONS:**

To qualify for the CL 26-1, the successful candidate must be a high school graduate or equivalent, have two (2) years of general experience and one (1) year of specialized experience equivalent to work at CL 25. General experience is progressively responsible IT work that indicates the possession of or ability to acquire the knowledge and skills needed to perform the duties of the position. Specialized experience is progressively responsible IT experience that is in, or closely related to, the work of the IT position and has demonstrated the particular knowledge, skills and abilities to successfully perform the duties of the position and involve the routine use of automated software, IT systems or other computer based systems used by the court.

Education above the high school level may be substituted for required general experience based on one (1) academic year (30 semester or 45 quarter hours) equals one (1) year of general experience. Education may not be substituted for specialized experience.

To qualify at a higher step within the CL 26 level (CL 26-2 to CL 26-25), the successful candidate must be a high school graduate, have two (2) years of general experience and two (2) years of specialized experience equivalent to work at CL 25.

The successful candidate must have knowledge of Windows operating systems, Microsoft Office 365, Adobe Acrobat, web browsers, Outlook, IT security, and computer and peripheral hardware troubleshooting; skill in the most current technology to include mobile devices, performing routine maintenance on electronic devices, such as audio and video systems; and skill in building and maintaining hardware images, anti-virus and other security concerns.

The successful candidate must possess excellent organizational skills; strong customer service skills; demonstrate good judgment; possess a demeanor and appearance appropriate for a professional legal office environment; communicate effectively with a variety of individuals in a positive manner; and balance demands of varying workloads, responsibilities and deadlines. Additionally, the candidate must be able to work independently as well as in a team environment; be detail-oriented; possess excellent analytical and interpersonal skills; work well under pressure; exercise discretion in dealing with confidential information and be able to multitask in a fast-paced work environment. The candidate should also have the ability to lift up to 30 lbs.; work in tight spaces, such as under desks and in small closets; and be able to sit and stand for long periods of time.

**COURT PREFERRED QUALIFICATIONS:**

Additional qualifications, experience and skills preferred, but not required, include:

- A bachelor's degree in computer science, information technology or related field from an accredited college or university;
- Experience with virtual desktops, VPN and mobile devices;
- Working knowledge of LAN and WAN network interfaces;
- Linux, modern programming languages and concepts, SQL, Informix, Drupal, SharePoint; and
- Knowledge of IT security best practices and the ability to understand and follow IT policies, procedures and confidentiality.

**SALARY:**

The salary range for the position is CL 26-1 (\$53,839) to CL 26-61 (\$87,482), commensurate with qualifications, specialized experience, budgetary considerations and/or prior classification under the Judiciary Salary Plan and/or the Court Personnel System.

**BENEFITS:**

This is a full-time position which is eligible for the Federal Judiciary's comprehensive benefits package which includes paid annual and sick leave, health and life insurance, dental and vision insurance, retirement plan, Thrift Savings Plan (matching, Traditional (tax-deferred) and/or Roth Thrift Savings Plan), flexible spending accounts for health and dependent care, long-term care insurance, parking subsidy program, employee assistance program, transportation subsidy program and eleven (11) paid Federal holidays per calendar year. Additional information about the Federal Judiciary's benefits can be found at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

**CONDITIONS OF EMPLOYMENT:**

- Successful candidate must be a United States citizen or eligible to work in the United States;
- The successful candidate is hired provisionally, pending the results of a high sensitive/non-executive (five year) FBI Background Investigation with five (5) year periodic updates. Favorable employment suitability determination is required;
- The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify the District Court's Human Resources Office at (570) 207-5670. The decision on granting a reasonable accommodation will be made on a case-by-case basis;
- Travel for the interview and/or relocation expenses are not authorized for reimbursement;
- This position may require working beyond normal business hours (8:30 a.m. to 5:00 p.m.) to meet the demands of the court; and
- Employees are required to use electronic fund transfer (EFT) for payroll purposes (Direct Deposit).

**TO APPLY:** Applicants are invited to electronically submit a cover letter; resume (including educational information, employment experience and salary history); three (3) professional references with contact information; and a completed AO 78, Application for Judicial Branch Federal Employment, which may be downloaded from the court's web site at [www.pamd.uscourts.gov](http://www.pamd.uscourts.gov).

**All documents are to be forwarded as one PDF file via email to:**

[HR1\\_PAMD@pamd.uscourts.gov](mailto:HR1_PAMD@pamd.uscourts.gov)

**Please include in the subject line: IT SPECIALIST (VA 25-08)**

Closing date for applications is January 9, 2026 (close of business).

The United States District Court is an Equal Opportunity Employer.

This vacancy announcement may be used to fill more than one position, if another position becomes vacant within a reasonable timeframe of this announcement.

All information provided by an applicant is subject to verification. Applicants are advised that false statement or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The United States District Court reserves the right to modify the conditions of this vacancy announcement, to withdraw the vacancy announcement or to fill the position at any time before the closing date, any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

Employees of the United States District Court serve under excepted appointments and are considered "at will" and can be terminated with or without cause at any time.