

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MISSOURI**



VACANCY ANNOUNCEMENT

Position: Information Technology Support Specialist
Salary Range: CL 26 (\$55,752 - \$90,608) (Based upon qualifications)
Opening Date: June 1, 2026
Closing Date: This position is open until filled with preference given to applications received by June 15, 2026

Position Overview: This position is located in the Bankruptcy Court's Clerk's Office in St. Louis, Missouri. The Information Technology Support Specialist configures, installs, maintains and monitors the Court's endpoint devices. The incumbent provides technical advice in solving computer hardware and software problems. The incumbent is a member of the Information Technology staff and reports to the Information Services Manager and the Assistant Information Services Manager.

Representative Duties and Responsibilities: The Information Technology Support Specialist performs duties and responsibilities which include, but are not limited to, the following:

- Determines computer software or hardware needed to set up or alter systems. Diagnoses end-user hardware and software problems and replaces defective components.
- Provides technical end user support for Microsoft Office 365 applications.
- Maintains and assists in the administration of computer networks and related computing environments, including computer hardware, systems software, and all configurations.
- Recommends changes to improve systems and configurations, as well as determines hardware or software requirements related to such changes. Maintains IT Asset inventory.
- Produces end-user system documentation.
- Creates comprehensive approaches to testing applications and recommends updates.
- Performs inventory control duties.
- Serves as an alternate for supporting Courtroom technology.
- Provides browser support to the CM/ECF program.
- Coordinates with internal and external agencies to provide required connectivity.
- Assists in readying and resolving issues with mobile devices and remote access which include laptops, iPads, and mobile phones.

Qualifications and Educational Requirements: Candidate must have an Associate's degree or Certificate and two years of specialized experience. A Bachelor's degree is preferred. Specialized experience is defined as progressively responsible technical experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position.

The successful candidate must: have a knowledge of theories, principles, practices and usage of computer hardware and software; have a knowledge of Microsoft Office products and data communications; have a knowledge of capabilities, limitations, and functional applications of information technology; be proficient in

installing, supporting, and troubleshooting Windows Operating Systems; have a general knowledge of workstation products, Local Area Networks (LANs) including systems security standards; have the ability to create a variety of reports utilizing state of the art software and database management; have the ability to work independently; and have the ability to analyze problems; gather pertinent data, and recognize solutions. Applicants must work well within a team, be able to prioritize tasks and have excellent written and oral communication skills. Applicants must be U.S. Citizens or meet the exceptions to the statutory restriction on origin non-citizens to work in the federal government in the continental United States.

Employee Benefits: The U.S. Bankruptcy Court offers excellent opportunities for training and career development. Court employees are covered by the Court Personnel System (CPS). Federal Civil Service classifications or regulations do not apply; however, Court employees are entitled to substantially the same benefits as other Federal Government employees. This position is subject to mandatory electronic fund transfer participation for payment of net pay. All employees are required to adhere to the Judicial Code of Conduct and the Court's policies and procedures. This Court is an equal opportunity employer.

How to Apply: Submit a completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>), a detailed resume and cover letter.

Submissions must be made via email to: hr@moeb.uscourts.gov. The subject line for your submission must read -- Job announcement 26-06, Information Technology Support Specialist.

The Court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.