



UNITED STATES DISTRICT COURT – DISTRICT OF KANSAS

Robert J. Dole U.S. Courthouse

500 State Ave.

Kansas City, KS 66101

[www.ksd.uscourts.gov](http://www.ksd.uscourts.gov)

IT Technician

Vacancy Announcement #KC25-16

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Position Title: IT Technician  
Position Type: Full-Time Permanent  
Location: [Kansas City, Kansas](#)  
Open Date: May 23, 2025  
Closing Date: Open until filled  
Salary Range: \$54,718 - \$75,145 Annually (CL 26/1 – 27/25), with advanced in-step placement up to CL 27/61, \$97,716, potentially available for current/former federal employees, military, or exceptionally qualified candidates, per [CPS](#) guidelines.  
*Special Note: This is a federal civilian position but not in the executive branch and therefore not impacted by the recent executive orders or under any type of hiring freeze.*

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## POSITION OVERVIEW

The United States District Court for the District of Kansas is a federal trial court accepting applications for an IT Technician for its Kansas City division, which is one of three locations across the state. An IT Technician supports a variety of users, including federal judges, their chambers staff, the clerk's office, and the U.S. Probation Office, which includes law enforcement officers. This position is primarily onsite and includes districtwide help desk coverage as well as deskside support in their assigned duty station, when necessary. The position also includes software and hardware deployments, and courtroom A/V troubleshooting during court proceedings. The incumbent may be required to occasionally flex their working hours for off-hours maintenance. Some travel to divisional offices or other locations for offsite events may also be required.

## REPRESENTATIVE DUTIES

- Provide high quality, relevant, and timely support, both in person and remote, including on-boarding and off-boarding procedures for employees and interns.
- Facilitate the deployment of new hardware and software solutions.
- Develop, organize, facilitate, prepare materials for, and deliver a variety of remote and in-person training.
- Maintain and update IT asset inventory and tracking for use in accountability and audit procedures.
- Assist in the setup and support for local events requiring IT solutions.
- Perform hardware maintenance, testing, and troubleshooting for all Laptops, Desktops, Peripherals, Printers, Copiers, Scanners, Phones, and Tablets. Additional interaction with other technological solutions as needed.
- Assist Engineers with local troubleshooting, updates, and implementations.
- Serve as a point of contact for local contract work requiring IT intervention.
- Administration and updating of court issued mobile devices utilizing the Workspace One MDM solution.
- Provide, maintain, and update detailed documentation for implementations and problem fixes utilizing ticketing solution and designated knowledge repositories.
- Clearly collaborate and communicate, both with fellow members of the Systems division and the various departments of District Court and U.S. Probation Office, leading to documentation of needs and requests.

- Assist in the use and troubleshooting of specialty systems, including Facility Access Card Printing, Fingerprinting, JERS system, Courtroom systems, and Conference Room solutions.
- Prepare end of life solutions for excess through data scrubbing, hardware removal, and inventory management operations.

## **REQUIRED EXPERIENCE AND QUALIFICATIONS**

- High school diploma or equivalent.
- General experience: At least three years of progressively responsible experience that provides evidence that the applicant has:
  - (a) a good understanding of the methods and administrative machinery for accomplishing the work of an organization;
  - (b) the ability to analyze problems and assess the practical implications of alternate solutions;
  - (c) the ability to communicate with others, orally and in writing; and
  - (d) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.
- Specialized experience: One year (for CL 26) or two years (for CL 27) of progressively responsible experience in or closely related to the position's work that has provided the knowledge, skills, and abilities to perform the position's duties successfully. Specialized experience may be substituted with a bachelor's degree (for CL 26) or a bachelor's degree with superior academic standing (for CL 27).
- Demonstration of the ability to consistently present a professional demeanor.
- Time management skills, ability to handle multiple tasks simultaneously and with accuracy while also meeting deadlines.
- Possess strong interpersonal, organizational, analytical, verbal and written communication skills.

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree in computer science or related field from an accredited college or university.
- Experience leading projects, documenting procedures, automating tasks, testing new solutions, always with a focus on continuous improvement.
- Accuracy and attention to detail.
- Excellent collaboration skills with IT and other court staff.
- Familiarity with and the ability to do basic troubleshooting of various Audio/Video solutions and thorough troubleshooting of software solutions, including VMware Horizon, VPN solutions, various browsers, Zoom, Windows 10, Microsoft Office 365, Adobe Acrobat, Microsoft Active Directory, Apple iOS, and other solutions as required.
- CompTIA A+ and Network+ certified.
- Experience with recent versions of software including Microsoft Active Directory, Microsoft Windows 10, Microsoft Office 365, Outlook, Zoom, Adobe Acrobat, DUO Mobile 2FA, Apple desktop operating systems and software, Apple iOS mobile devices and printer/copier/scanner devices.
- Familiarity with Linux operating environments.
- Desire to learn and take on new challenges.

## **BENEFITS**

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation during years 4-14
3. 26 days paid vacation annually with 15 years of service
4. 13 days paid sick leave annually
5. 11 paid federal holidays
6. Participation in the Federal Employees Retirement System (FERS)
7. Participation in the Thrift Savings Plan (TSP) with government match up to 5%
8. Health, dental, vision, group life, and long-term care insurance plans
9. Participation in the Flexible Benefits Program for Health and Dependent Care
10. Up to 12 weeks of Paid Parental Leave for eligible employees

11. Participation in Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
12. Student loan forgiveness for qualified individuals, pursuant to the terms of the [PSLF](#) program
13. Free parking
14. Free onsite fitness center

### **ADDITIONAL INFORMATION**

The U.S. District Court reserves the right to modify or withdraw this job announcement without prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. District Court requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals selected for an interview. Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

### **APPLICATION PROCEDURE:**

To apply for this position, please submit the following items in a single PDF document by email to [HR@ksd.uscourts.gov](mailto:HR@ksd.uscourts.gov) and include the "Vacancy Announcement #KC25-16" in the email subject line:

1. Cover letter explaining your interest in the position
2. Current resume
3. [Federal Judicial Branch Application for Employment](#)  
Form AO-78: separate forms available for PC and Mac users

\* Current District of Kansas employees do not need to submit the AO 78 application form.

\* You SHOULD respond to questions 18, 19, and 20 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019.

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