



DANIEL B. MCHUGH
Clerk of Court

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Greenville

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www.msnd.uscourts.gov

Important Dates

Opening Date:

June 5, 2026

Closing Date:

July 3, 2026,
or until filled

Apply to:

hr@msnd.uscourts.gov

*The U.S. District Court for
the Northern District of
Mississippi is an Equal
Opportunity Employer.*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

Position: Information Technology Technician
Vacancy #: 26-107
Classification: CL 25 – CL 27 (Depending on qualifications and experience)
Starting Salary: \$61,722 - \$74,678
Location: Aberdeen / Tupelo / Oxford, Mississippi
Appointment: Full-time permanent

POSITION OVERVIEW

The United States District Court for the Northern District of Mississippi is seeking motivated candidates to join its Information Technology team. The Information Technology Technician provides technical support and assistance to court staff and judicial officers general day-to-day IT support and training for end users, installs and configures computer hardware and software, performs routine troubleshooting, and supports in repairing and upgrading courtroom technology systems. This position will report to the Operations Manager for Technology and will be primarily based in Aberdeen/Tupelo. Travel between all geographical divisions is required to support judges and staff, monitor current systems, identify issues, and assist in IT/AV projects.

REPRESENTATIVE DUTIES

- Respond to help desk calls and e-mails, log computer problems, and assist with routine problems; problems that are not quickly resolved are escalated to the next level. Assist with web access. Provide information and assistance to users on applications such as word processing and data entry. Assist with creating user accounts and providing end user training.
- Create and run reports. Install or assist in the installation of upgrades or new or revised off-the shelf/desktop releases. Set up, configure, install, and document hardware and software.
- Provide support for mobile computing devices and remote access. Confirm that back-ups are run. Perform inventory control duties. Perform basic system support for telephone systems.
- Provide cabling support.
- Prepare and maintain the documentation and standard operating procedures and checklists for end users and other technicians. Troubleshoot hardware and software problems. Perform basic system support for telephone systems, such as additions, deletions, and moves. Analyze help desk log. Create user accounts. Create local court forms from off-the-shelf software. Customize programs for local needs and trains personnel in their use. Provide day-to-day systems backups and verify the validity of data.
- Maintain contact with other information technology court personnel at different locations and levels for the purpose of keeping abreast of developments, techniques, and user programs. Monitor day-to-day operations of the equipment and systems. Act as the technical expert in solving computer system problems.
- Recommend hardware, equipment, and software updates.
- Other duties as assigned.

BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts

CONDITIONS OF EMPLOYMENT:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered “at will”.
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

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

QUALIFICATIONS

- To qualify for the position, candidates must have a high school diploma or equivalency.
- To be appointed at the CL-25 level, experience must include at least one year of specialized experience with one year equivalent to work at the CL-24 level.
- To be appointed at the CL-26 level, experience must include two years of specialized experience equivalent to work at the CL-25 level.
- To be appointed at the CL-27 level, experience must include at least two years of specialized experience with one year equivalent to work at the CL-26 level.

General Experience – Progressively responsible technical automation, or other work that exhibits the possession of, or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience – Progressively responsible computer-related work requiring regular and recurring application of troubleshooting procedures, demonstrated superior organizational skills, and demonstrated superior attentiveness to details.

- Knowledge and responsibility in common software applications, IT helpdesk support, IT hardware and peripheral installation and configuration, and AV systems support.
- Strong interpersonal, organizational, customer service, and problem-solving skills.
- Ability to communicate accurately, effectively, and timely with end users.
- Skill in the use of automated systems and software, including word processing and databases.
- Knowledge and ability in all Microsoft Office applications.

PREFERRED QUALIFICATIONS

- A bachelor’s degree from an accredited college or university in a field closely related to the subject matter of this position.
- Federal Court experience
- Experience with electronic filing systems

APPLICATION PROCEDURES

Qualified applicants should submit **a single PDF document** to hr@msnd.uscourts.gov with:

- a letter of interest outlining qualifications and relevant work experience;
- a current/detailed resume; and
- a completed Application for Judicial Branch Federal Employment (Form AO-78) which may be downloaded from our website www.msnd.uscourts.gov.