

UNITED STATES BANKRUPTCY COURT

DISTRICT OF ARIZONA



Information Technology Specialist

CL-26

At-a-Glance:

Location: Phoenix, AZ (230 N. 1st Avenue)
Position Type: Full-Time | Permanent
Expected Hiring Salary: \$56,876 – \$71,099
Promotion Potential: Up to \$92,435
Opening Date: March 19, 2026
Application Deadline: Open Until Filled

Why This Role Matters

Step into a role where your technology skills power something bigger. As an Information Technology Specialist, you'll help keep the court's systems secure, connected, and running smoothly, while supporting the people and processes that make justice possible.

What You'll Do:

- Help Desk management and end-user support
- Hardware, software, and asset lifecycle management
- Systems administration and implementation
- Training and documentation

Generous Paid Time Off

11 paid holidays, plus sick leave and annual leave that grows with your service

Comprehensive Health Coverage

Medical, dental, vision, and life insurance plans with employer contributions

Retirement Security

Federal Employees Retirement System (FERS) pension + Thrift Savings Plan (401k-style) with matching

Flexible Work Options

Flexible schedules and telework opportunities based on court needs

Student Loan Relief

Eligibility for the Public Service Loan Forgiveness (PSLF) Program

Career Growth Opportunities

Potential for promotion to a higher grade level without reapplying, based on performance



To apply, send your updated resume to:
azbrecruitment@azb.uscourts.gov

Check out the full job announcement below!

UNITED STATES BANKRUPTCY COURT

DISTRICT OF ARIZONA

230 N. 1ST AVENUE, PHOENIX, AZ 85003



JOB TITLE: Information Technology Specialist (CL-26)

Department:	Management Information Systems	Vacancy #:	26-02
Location:	Phoenix, AZ	Position Type:	Regular, Full-Time
Full Salary Range:	\$56,876 - \$92,435 DOE	Travel:	Occasional
Date Posted:	March 19, 2026	Closing Date:	Open Until Filled

The anticipated hiring range is \$56,876 to \$71,099, based on the candidate's qualifications and experience. Exceptionally well-qualified candidates with advanced experience or specialized skills may be considered for a salary above this hiring range.

Based upon performance, accretion of duties, and budget, this position may have the opportunity to promote to the classification level of CL-27 with no further competition.

INTRODUCTION

The U.S. Bankruptcy Court | District of Arizona is looking for a tech-savvy problem solver to join our Management Information Systems (MIS) team as an Information Technology Specialist in Phoenix, AZ! This is your chance to work in a stable, professional, and collaborative environment with great benefits and flexible work options!

The Information Technology Specialist ensures the reliable operation of technology systems and provides responsive technical support across divisional offices. This position supports judges, chambers, and clerk's office staff through hands-on troubleshooting of computer systems, networks, A/V equipment, and software applications. The role involves direct customer interaction, problem solving, and a commitment to high-quality customer service. Occasional travel to divisional offices and after-hours support may be required.

REPRESENTATIVE DUTIES

The representative duties are intended to provide general examples of major duties and responsibilities that are performed by this position and do not reflect all duties assigned.

Help Desk Management and End-User Support

Responsible for daily customer-facing support, troubleshooting, and Help Desk administration for Judges and court staff, to include:

- Providing day-to-day IT support by monitoring the Help Desk queue and phone line

- Desktop/laptop, software, network, printer, OS, and mobile device troubleshooting
- Provide immediate assistance with A/V equipment and applications in courtrooms and conference rooms during hearings and events
- Manage configuration of Help Desk software
- Provide instruction, documentation, and training on computer and software systems use

Hardware, Software & Asset Lifecycle Management

Responsible for the entire lifecycle of computing equipment, from planning and purchasing, to deployment and replacement:

- Support the court's workstation and mobile devices through their entire lifecycle
- Forecast equipment needs
- Determine hardware/software upgrades and requirements
- Obtain quotes and coordinate with procurement team members to obtain new equipment and software
- Receive, manage, track, image, and configure hardware for deployment

Systems Administration & Implementation

Responsible for assisting with testing, configuration, and rollout of systems and new technologies:

- Actively engage in evaluation, testing, and implementation of new operating systems, software, and hardware
- Install or assist in the installation of new or revised releases of OS, software, and national systems
- Perform routine network administration tasks, including monthly patching, basic switch/router configuration checks, and monitoring of network health dashboards
- Support identity and access management by creating, modifying, and removing user accounts; managing Active Directory groups; and assisting with basic Outlook and Microsoft 365 administration tasks
- Assist in maintaining system security by applying updates, reviewing system alerts, and escalating issues when necessary

Training and Documentation

Responsible for providing instruction, documentation, and training on the use and support of systems:

- Maintain and routinely update IT documentation, including user guides, FAQs, and internal knowledge base articles to ensure consistent and accessible technical information
- Maintain awareness of judiciary-wide technology and security updates to inform local practices and procedures

IT Operations & Collaboration

- Assist the Courtroom Technology Specialist with the maintenance, testing, and setting up of A/V systems, as needed
- Perform additional technical and non-technical related duties, as assigned

POSITION QUALIFICATIONS

Minimum Education and Experience

- Minimum of two (2) years of specialized experience; **OR**

- Minimum of two (2) years of undergraduate study in Information Technology or a closely related field, plus one (1) year of specialized experience: **OR**
- Bachelor's Degree from an accredited college or university in Information Technology or a closely related field
- Ability to lift up to 50lbs of computer equipment

Desired Qualifications and Experience

- Experience with both Microsoft and Mac OS systems
 - Experience with Microsoft Teams and Zoom videoconferencing
 - Microsoft Office Specialist, CompTIA A+ certifications
-

PRE-HIRE REQUIREMENTS

- **Security/Background Investigation:** The chosen applicant will be required to undergo a full local and Office of Personnel Management (OPM) background investigation, including fingerprinting, and every five (5) years thereafter. Successful candidates or provisionally hired pending the results of the background checks.
 - **Citizenship:** The chosen applicant must be a citizen of the United States or a permanent resident working towards citizenship, legally eligible to work in the United States.
 - **Code of Conduct:** All employees are required to adhere to the Code of Conduct for Judicial Employees.
 - **At-Will Employment:** The U.S. Courts are considered an at-will employer and service appointments may be terminated at any time with or without cause.
-

BENEFITS

- 11 Paid Holidays
 - 13 Days of Annual Leave (4.0 hours accrued every pay period, with increased accrual after three years of federal service)
 - 13 Days of Sick Leave (4.0 hours accrued every pay period)
 - A variety of employer-subsidized health, dental, vision, and life insurance plans
 - Required participation in the Federal Employees Retirement System (FERS) pension plan
 - Optional participation in the Thrift Savings Plan (Traditional and Roth) with employer matching
 - Flexible work schedules with the ability to participate in telework opportunities, depending on court/business needs
 - Participation in the Public Service Loan Forgiveness Program
 - Public transportation subsidies
-

APPLICATION PROCESS

To apply for this position, qualified candidates must submit an updated resume to azbrecruitment@azb.uscourts.gov. Please note that if invited to proceed to the interview phase, candidates will be required to submit a formal application (Form AO-78). This application can be found at <https://www.azb.uscourts.gov/employment>

The U.S. Bankruptcy Court | District of Arizona is an Equal Opportunity Employer. We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.