

# \*\*\* CAREER OPPORTUNITY \*\*\*



## UNITED STATES DISTRICT COURT EASTERN DISTRICT OF ARKANSAS

---

Position Title:	Information Technology Technician I (one or more positions)
Location:	Little Rock Office - Announcement #20-C03
Closing Date:	Open Until Filled, <i>Review of resumes upon receipt</i>
Starting Salary/Range:	\$34,596 - \$62,300 (CL 23/24)* <small>*Depending on qualifications and experience. If appointed at a CL-23, promotion potential to a CL-24.</small>
Tour of Duty:	Full-time

---

**Position Overview:** The United States District Court, Eastern District of Arkansas, is recruiting for a full-time Information Technology Technician I. Responsibilities include supporting hardware such as PC desktops, laptops, printers and mobile devices. Software support includes Microsoft Office 365 applications, Adobe Acrobat, national and locally developed systems. In addition, this position will assist with courtroom technology by supporting audio/visual installations and video teleconferences.

**Qualifications:** Must be a high school graduate or equivalent with effective communication skills; two years general experience is required. For appointment at higher salary one year of specialized experience is required at the lower level. The ability to identify and resolve problems with software applications, hardware and peripherals is required. Requires the ability to lift 50 pounds due to moving, connecting and troubleshooting equipment.

Employees of the United States District Court are entitled to benefits which include the retirement system, health benefits, life insurance, flexible spending account program, on-site exercise facility, scheduled holidays and annual leave program, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Must be a U.S. Citizen or permanent resident seeking citizenship. The selected candidate must successfully complete an FBI and local background check as a condition of employment. Only the best qualified applicants will be interviewed. Submit resume to:

**Human Resources #20-C03  
United States District Clerk's Office  
600 West Capitol, Room A149  
Little Rock, AR 72201-3325**

\*\*\*\* The Court is an Equal Opportunity Employer \*\*\*\*