



U.S. Bankruptcy Court, EDNY
Conrad B. Duberstein U.S. Courthouse
271-C Cadman Plaza East
Brooklyn, NY 11201-1800

U.S. Bankruptcy Court Eastern District of New York Office of the Clerk

<https://www.nyeb.uscourts.gov>



U.S. Bankruptcy Court, EDNY
Alfonse M. D'Amato U.S. Courthouse
290 Federal Plaza
Central Islip, NY 11722

CAREER OPPORTUNITY # FY26/03

POSITION TITLE: Information Technology Technician
POSITION TYPE: Full-time
DUTY STATION: Central Islip, NY
SALARY RANGE: CL 25 (\$58,169 - \$94,588) with promotion potential to CL 26 (\$64,075 - \$104,136). Starting salary commensurate with work experience and education.
OPENING DATE: January 23, 2026
CLOSING DATE: Open until filled. First preference will be given to qualified applicants whose applications are received by February 4, 2026.

Job Summary:

The United States Bankruptcy Court for the Eastern District of New York is accepting applications for the position of Information Technology Technician. The incumbent will provide help desk support for end users and provide technical support in installing, configuring, and troubleshooting computer hardware and software programs. The incumbent will be a key member of a technical team responsible for day-to-day IT operations, as well as new technology initiatives of the United States Bankruptcy Court.

Representative Duties:

- Responds to help desk telephone and responds to calls/emails for service from internal and external users.
- Performs troubleshooting to correct user problem and follows through with user until issue is resolved.
- Assists with performing testing of courtroom audio-visual equipment. Responds to courtroom technology problems and conducts troubleshooting to correct problems.
- Provides information and assistance to users on applications such as email, office productivity suite, courtroom recording software, remote access and custom applications.
- Monitors the day-to-day operation of equipment and systems. Recommends or performs actions to correct software, hardware, equipment or, system problems on desktops, thin clients, laptops, tablets, smart phones, local and networked peripherals, and audio-visual systems. Conducts routine maintenance to keep equipment and systems up to date.
- Assists with pretests and establishes VTC connections for business meetings and court proceedings. Participates in connections and monitors remote court proceedings.
- Provides cabling support, relocation of computer equipment, and large-scale shutdown and equipment restores, as needed.
- Assists with performing inventory control duties. Monitors and ensures adequate IT consumables are always available.

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- Tests and installs hardware components such as monitors, printers and scanners, as well as, mobile devices, such as tablets and smartphones. Installs off-the-shelf software packages such as operating systems and office productivity suites. Determines needs systems configuration, prepares technical and user documentation, and implements software into live environment.
- Participates in various roles as part of project teams initiated to implement upgrades or new technologies.
- Performs other duties as assigned.

Preferred Qualifications:

- A college degree in Information Technology, Computer Science or relevant field from an accredited educational institution is preferred.
- Knowledge of current technology, routine hardware maintenance and troubleshooting procedures, and commonly used software applications.
- Prior experience providing phone, remote, and in-person help/service desk support. Experience with virtualized desktops and cloud-based resources.
- Knowledge of theories, principles, and practices for testing, installing, deploying, maintaining, and diagnosing problems with computer hardware and software.
- Hands-on experience with installing and troubleshooting hardware such as printers, desktops, monitors, laptops, tablets, and peripherals.

Qualifications:

- At least one year of specialized experience. Specialized experience is progressively responsible clerical or administrative 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.
- Strong organizational and interpersonal skills, as well as a professional appearance and demeanor, are essential.
- Ability to engage effectively with all levels of court personnel. Proficient in communicating clearly and respectfully, both verbally and in writing.
- Skilled in organizing tasks and managing multiple responsibilities at once.

Excepted Appointment:

The United States Bankruptcy Court is part of the Judicial Branch of the U.S. Government.

- Applicants must be U.S. citizens or <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.
- The Federal Financial Management Reform Act requires direct deposit of federal wages.
- Judiciary employees serve under “Excepted Appointments” and are considered “at will.”
- The Court requires employees to adhere to the Code of Conduct for Judicial Employees, which is available at <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

Conditions of Employment:

As a condition of employment, the selected candidate must successfully complete an Office of Personnel Management background investigation including an FBI National Criminal History Fingerprint check. Employment will be considered provisional, pending a favorable suitability determination based on the results of the background investigation. Employment references may be checked prior to a job offer.



Benefits:

The United States Bankruptcy Court offers an excellent working environment. Court employees are covered by the Court Personnel System and are entitled to benefits listed on the United States Courts website at <https://www.uscourts.gov/careers/benefits> which include:

11 Paid Federal Holidays	Thrift Savings Plan
13 Annual Leave Days (per year for the first three years)	Federal Employees Group Life Insurance
20 Annual Leave Days (after three years)	Long-Term Care Insurance
26 Annual Leave Days (after fifteen years)	Federal Employees Dental/Vision Plans
13 Sick Leave Days	Federal Employees Retirement System
Federal Employees Health Benefit Plan	Fitness Center Membership (fee required)
Flexible Spending Accounts:	
HealthCare Reimbursement Account	
Dependent Care Reimbursement Account	

Current Judiciary employees transferring without a break in service will maintain their current benefits.

Application Process:

All documents should be emailed as one PDF to NYEB_HR@nyeb.uscourts.gov that include the following:

1. cover letter referencing Career Opportunity FY26/03 and specifying qualifications in relation to the position, list of professional references (at least three);
2. a detailed résumé; and ,
3. an Application for Judicial Branch Federal Employment (AO-78), which can be found at <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>.

Incomplete applications will not be considered.

Only applicants selected for an interview will be contacted. Phone calls will not be accepted. The Court reserves the right to modify, withdraw, or fill the Career Opportunity at any time, any of which may occur without prior written or other notice.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society - not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

The U.S. Bankruptcy Court is an Equal Opportunity Employer