

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA
VACANCY ANNOUNCEMENT # 2026-08
Information Technology Administrator**

POSTING DATE: October 1, 2026 **Location:** Raleigh, NC
CLOSING DATE: Open Until Filled **Salary Grade/Range:** CL 26/28 (\$56,778 - \$121,544)
****First Interim Cut-Off:** October 29, 2026 ****** Depending upon experience and qualifications

Position Overview

The Clerk and the Bankruptcy Administrator of the United States Bankruptcy Court for the Eastern District of North Carolina are accepting applications for a permanent position of Information Technology Administrator. We are looking for a new team member to join us in accomplishing our mission of providing courteous, efficient and quality service to the court, the bar and the public. Responsibilities include but are not limited to providing technical support to the clerk's staff, bankruptcy administrator's staff, judges, chambers, and the public.

The Information Technology Administrator provides technical support for court staff and chambers, including end-user support, network and server administration, virtual environment support, installation, maintenance and troubleshooting of hardware, software, operating systems, and applications.

Additional responsibilities include maintaining internal and external websites; supporting Microsoft products and other court applications; monitoring vendor vulnerability notifications, security updates, and patches; maintaining system security in accordance with applicable policies; and developing and maintaining technical procedures and documentation.

The incumbent provides technical support and troubleshooting for courtroom audio/visual technology and assists with the deployment and support of technology used by court staff and chambers. Responsibilities may also expand to include IT procurement, equipment inventory, asset tracking, and related administrative functions. This position may require evening and/or weekend work and occasional travel.

Minimum Qualifications

Valid driver's license is required. Successful Candidate should possess a minimum of three years technical support experience related to hardware and software installation and repairs of PCs, laptops, Windows & Linux systems, Windows Server, MS Office, application support, and computer networking. Relevant academic coursework or certifications may be accepted in lieu of practical experience.

Preferred Qualifications and Technologies

Bachelor of Science or Associate of Applied Science Degree in a technical field is preferred. Network technology, audio/visual related field or equivalent VMWare Desktop and Server administration experience/certification, Windows Server administration experience/certification, Cisco Networking and Sharepoint experience/certification are strongly preferred.

Personal Characteristics

Successful Candidate must be a self-starter, highly organized, a good listener, an independent problem solver, mature, responsible, tactful, maintain a professional appearance and demeanor at all times, demonstrate initiative and the ability to exercise good judgment, be able to work harmoniously with others, and communicate effectively. Integrity and confidentiality are a must.

Benefits

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees. These benefits include:

- 13 days paid vacation for the first three years of employment, 20 days after three years, 26 days after 15 years.
- 13 days paid sick leave per year.
- 11 paid holidays per year.
- Choice of medical, dental, and vision coverage from a wide variety of plans.
- Life insurance options.
- Federal Employees Retirement System.
- Immediate participation in the Thrift Savings Plan (401K plan).
- Optional participation in the Judiciary's Flexible Spending Program.
- Commuter Benefit Program (dependent on fiscal year funding).
- Flexible work schedule, including telework, and professional work environment.

Electronic Funds Transfer for payroll deposit is required. Salary will be based on experience and qualifications.

Application Procedure

Applicants must submit a cover letter, official application, and resume to: Human_Resources@nceb.uscourts.gov with the Subject **Confidential: 2026-08 IT Administrator**. The Official Application (AO78) may be obtained at www.nceb.uscourts.gov. Travel and relocation expenses will not be reimbursed.

Information for Applicants

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Current academic transcript required. The successful candidate is subject to a background check or investigation which includes an **FBI fingerprint check as a condition of employment**. Employee retention depends upon a favorable suitability determination. The U.S. Bankruptcy Court requires employees to follow a code of conduct available upon request. You must be a U.S. citizen or eligible to work in the U.S. Due to the volume of applications received, the United States Bankruptcy Court will only communicate to those individuals who will be tested or interviewed for open positions.

The United States Bankruptcy Court is an Equal Opportunity Employer