



# UNITED STATES DISTRICT COURT District of New Mexico

Honorable Kenneth J. Gonzales, Chief Judge  
Mitchell R. Elfers, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

## NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 26-ABQ/IT-1  
**This is an update to a previously posted position**

<b>ANNOUNCEMENT DATE:</b>	February 20, 2026
<b>CLOSING DATE:</b>	Open Until Filled
<b>POSITION:</b>	Information Technology (IT) Technician
<b>CLASSIFICATION LEVEL:</b>	CL 25
<b>STARTING SALARY:</b>	\$49,896 to \$62,392 Annual, <i>Depending on Qualifications</i> Earning potential \$81,135
<b>LOCATION:</b>	Albuquerque, New Mexico

*This is a federal civilian position but independent of the Executive branch and therefore not impacted by recent Executive Orders or under any type of hiring freeze.*

**As an Equal Opportunity Employer, we value diversity in our workforce.**

The District of New Mexico is seeking a full-time **Information Technology (IT) Technician**. The successful applicant will be an integral part of a team whose mission is to ensure all our customers — judges, staff, members of the Bar, and all those who interact with the court — have the technological tools and support so the court can fulfill its mission.

The IT Technician is responsible for day-to-day end user support and work related to setting up, supporting and maintaining computer and telecommunications systems and equipment. Incumbent provides procurement support for the IT department.

This position is located in the District Court Clerk's Office in Albuquerque and reports to the IT Supervisor.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

- ◆ Respond to help desk calls and emails, log technical problems. Troubleshoot mission-critical applications, nationally supported IT systems, and locally developed automated solutions. Act as onsite technical resource to provide information and solve basic systems-related problems.

- ◆ Procure supplies, equipment and services for the IT department, while adhering to the Court's procurement regulations and policies. Track expenditures and reconcile accounts.
- ◆ Create and maintain user accounts; assist with web access; train individual end users.
- ◆ Assist with providing support for system networks, remote access, and mobile computing and communication devices. Provide support for local and national telephone systems. Provide cabling support.
- ◆ Assist in the installation of upgrades of new or revised off-the-shelf/desktop releases. Set up, configure, install, and test hardware and software.
- ◆ Assist with project-based work as needed.
- ◆ Other duties as assigned.

### **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

- ◆ High school graduation or equivalent. A bachelor's degree in a related field is a plus.
- ◆ A minimum of one year specialized experience that includes:
  - Person-to-person IT customer service and support.
  - Hardware maintenance, troubleshooting and configuration.
  - Software installation, maintenance and support.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- ◆ Knowledge of and demonstrated ability to support current enterprise-level technology, tools, and systems used in a professional environment (e.g., Windows, Linux, Microsoft Office Suite, VMware, Active Directory, VOIP).
- ◆ Knowledge of servers, hardware, and peripherals used by employees. Skill or the ability to learn how to build and maintain hardware images.
- ◆ Knowledge of telephone and wireless systems. Basic knowledge of LANs, WANs, and wireless networks, and principles of cybersecurity.
- ◆ Strong problem-solving skills. Skill in performing hardware and software maintenance, troubleshooting, and repair.
- ◆ Strong customer service skills. Ability to provide clear instruction, documentation, and effective technical support to non-technical end users, both in-person and remotely.
- ◆ Candidates should possess strong people skills, sound ethics, good judgment, tact, patience, and initiative.
- ◆ Ability to meet established deadlines and commitments. Ability to perform procurement duties timely and accurately, from purchase to payment of invoices.
- ◆ Ability to apply the court's policies, procedures, and guidelines regarding information technology and procurement.

## **COURT PREFERRED QUALIFICATIONS**

- ◆ Solid knowledge of basic IT principles, with proven ability to put them into practice.
- ◆ Experience using PowerShell for system administration and managing Windows environments. Experience with virtualized desktops and cloud-based resources.
- ◆ Experience working in a court environment is a plus.

## **CONDITIONS OF EMPLOYMENT**

- ◆ Employees must be United States citizens or eligible to work for the United States government.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct. Employees are subject to strict confidentiality requirements.
- ◆ This is a high-sensitive position. Selectees are subject to a background check or investigation and subsequent favorable suitability determination and are subject to updated background investigations every five years. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

## **BENEFITS**

A generous benefits package is available, including

- ◆ A minimum of 11 paid holidays
- ◆ Paid annual leave, 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave, 13 days per year
- ◆ Paid parental leave, up to 12 weeks
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; flexible spending accounts; life insurance
- ◆ Retirement benefits, including the Thrift Savings Plan (TSP)
- ◆ Potential for occasional telework, flexible work schedule
- ◆ Credit for prior government service

## **APPLICATION INFORMATION**

Qualified applicants must submit a **cover letter, résumé with three references** and an **AO-78 \*** (*Federal Judicial Branch Application for Employment*) by email to [usdcjobs@nmd.uscourts.gov](mailto:usdcjobs@nmd.uscourts.gov).

PLEASE INCLUDE "IT TECHNICIAN" IN THE SUBJECT LINE

\*The AO-78 can be downloaded at <https://www.nmd.uscourts.gov/employment>

Applications **must** be submitted as **ONE PDF** attachment.

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (e.g., DropBox, OneDrive) will not be accepted. PDF size is limited to 10 MB. Documents that cannot be downloaded by the court cannot be considered.

*Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. Initial interviews may be conducted remotely via videoconference; travel for any in-person interviews will be at applicant's expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.*

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**