



**KINIKIA D. ESSIX**  
District Court Executive

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Ann Arbor, MI 48104

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Bay City, MI 48708

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600 Church St.  
Flint, MI 48502

**Port Huron**

526 Water St.  
Port Huron, MI 48060

[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

**Important Dates**

**Opening Date:**

May 12, 2026

**Closing Date:**

June 12, 2026

**Anticipated Start Date:**

August 2026

**Apply to:**

[Application Link](#)

*The U.S. District Court for the Eastern District of Michigan is an Equal Opportunity Employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT EASTERN DISTRICT OF MICHIGAN

Position: Systems Support Specialist  
Vacancy #: 2026-15  
Classification: CL 27  
Salary Range: CL 27 Starting \$65,886 - \$82,372 / Earning Potential \$107,101  
Duty Station: Detroit, MI Status: Full-time permanent  
Open to: All qualified candidates Number of Positions: One (1)

### POSITION OVERVIEW

This position is in the Clerk's Office and reports to the Information Technology (IT) Manager. The employee provides technical and end user support for Court applications and network diagnostics across multiple Court units. In addition, the employee performs research, makes recommendations, and performs maintenance and training on Audio/Video systems and services, Smart Phones and mobile computing.

The work is performed in an office setting and may occur at divisional offices. Physical effort may be involved in moving, connecting, or troubleshooting heavy equipment and systems. Occasional travel inside and outside of the district is required. Duties may require working during non-business hours and/or being on call.

**Duties include, but are not limited to the following (*a full list is available upon request*):**

- Provide end user support to onsite and remote workers for all applications supported and systems customized for local use.
- Oversee the day-to-day operation of applicable technology used in the court to ensure reliable and effective operation. Perform requisite programming to systems to accommodate local needs.
- Troubleshoot devices at the hardware level, such as serial or hardware device level interfaces. This may include controlled distribution systems and wireless systems. Configure devices and systems for proper operation using available software and hardware and via remote support from vendors.
- Assist in the development and implementation of short and long range technological improvements, ensuring minimal disruption to courtroom activities.
- Advise the court in areas of technology support, requirements, and capabilities including anticipation of future requirements and resolution of potential problems prior to implementation.
- Monitor latest technology and recommend, develop, and install system upgrades or features which satisfy local court needs. Make adaptations to national systems. Plan and acquire specific systems to meet specialized local needs. Develop software to meet local needs. Create and maintain technical documentation for automation staff on court systems. Respond to virus/malware notifications from the Security Operations Center (SOC) for computers.
- Test and evaluate new technology prior to application in court environments.
- Configure and manage audio/video equipment (e.g. projectors, video conferencing, streaming to overflow courtrooms, etc.). Coordinate video and teleconferences for the Court. Tasks include scheduling, testing, basic troubleshooting, setting up equipment, initiating calls, and controlling cameras and monitoring equipment during conferences.
- Serve as instructor for non-technical staff on technology techniques, applications, and utilization.



### **MIED MISSION**

The mission of the Clerk's Office of the United States District Court for the Eastern District of Michigan is to assist the Court in the timely disposition of all case matters by providing support services: to schedule cases before the Court, to maintain the official record of the Court, to maintain all monetary transactions and financial records of the Court and to maintain all jury related operations of the Court in a manner that renders efficient, effective and courteous service to the general public, jurors, judicial officers, judicial staff members, the Federal Bar, other federal and state courts, litigants and other governmental agencies.

### **Conditions of Employment:**

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Except for Probation Officers, employees are considered "at will".
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

*The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.*

- Serve as liaison with other federal agencies and ensure offices receive adequate notice of available court technology. Provide training as needed for bar groups using court technology.
- Act as primary technical contact for contractors and other outside vendors when audio/video systems are being installed or are under repair.
- Research, spec equipment, receive quotes and request purchase of most hardware and software that is used on the desktop level for the Court, probation and pretrial employees. Order toner for printers and copiers.
- Perform network diagnostics for all connection issues. Test and connect needed network drops, verify correct vlan for printers, VOiP and VTC units.
- Create, test and maintain images for all current and upcoming Court hardware. Work with the network team regarding needs in the image and the different builds. Manually build images for specific locations throughout the Court.
- Perform other duties as assigned.

### **QUALIFICATIONS**

Qualifications must be met at the time of the application.

#### **Required:**

High School graduation or equivalent and a minimum of two (2) years of specialized experience as defined below.

**Specialized experience** is defined as progressively responsible IT related experience that involved providing technical and end user support, installation and maintenance of computer systems, systems analysis, programming, systems integration and network security.

#### **Preferred:**

- A college degree from an accredited college or university in a Computer Science related field.
- More than three years of specialized experience.
- Knowledge of court applications (CM/ECF, PACTS, OTS APPS).
- Ability to perform network diagnostics for all connection issues.
- Experience rolling out new versions of applications.
- Specialized experience in a court or legal environment.

### **APPLICATION PROCEDURE**

Applicants must submit their application and required documents using the link below.

[Application Link](#)

Required Documents:

- Cover letter (include vacancy number)
- Resume

Application materials that do not adhere to this procedure may not be considered. Separate applications must be made to individual vacancy announcements. Only candidates selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

### **BENEFITS**

**Local (when/where available):** Federal Court employees receive local benefits outlined [here](#).  
**National:** Federal Court employees receive national benefits outlined [here](#).