

NOTICE OF CAREER OPPORTUNITY

United States District Court Eastern District of Missouri



Posting Date: March 18, 2026
Vacancy Number: SA-0326
Position Title: Systems Administrator
Salary Range: CL 26 \$55,752 - \$90,608 to CL 27 \$61,248-\$99,561
(Salary grade dependent on experience and qualifications; with future promotion potential up to the CL28 \$73,400-\$119,347 level without further competition)
Position Location: St. Louis, MO
Closing Date: Open until filled – applications will be considered as they are received.

Position Summary

The Missouri Eastern District Court is accepting applications for a Systems Administrator to join its Information Technology Department in St. Louis. The IT Department provides user support and services to over 300 members in Chambers, Clerk's Office, Probation Office and Pretrial Services and across three divisional offices.

The Systems Administrator performs both routine and complex network and systems administration, including user account maintenance, coordinating and implementing security/critical patches, as well as recommending network and/or systems changes.

Representative Duties and Responsibilities

- Administer Active Directory, O365, data networks, storage area networks, and backups.
- Install, configure, and maintain physical and virtual servers (Windows and Linux), including our virtual desktop infrastructure, domain controllers, and application and database servers.
- Design, test, modify, and implement standard configurations and domain policies for deployment of physical, virtual and/or remote desktops, workstations, and servers.
- Recommend, schedule, test, and validate deployment of patches, security updates, and other upgrades to servers, workstations, and network components.
- Monitor, troubleshoot, and repair the network, servers and workstations; implement improvements for performance and security.

- Collaborate with information technology project teams to implement and integrate systems; including set up and support of testing, training, and production environments.
- Support court and judiciary specific applications: CM/ECF, PACTs, JMS
- Provide on-site support for divisional offices with occasional after-hours and/or overnight travel.
- Aids the Help Desk as needed; performs other duties as assigned by management.

Minimum Qualifications and/or Educational Requirements

A bachelor's degree or equivalent experience in lieu of degree, education or experience directly related to computer science, information systems, or other related area is preferred.

To qualify for placement at the CL26, the applicant must have a minimum of two years of specialized experience. Internal candidates must have two years of experience including one-year equivalent to work at CL25. Specialized experience is defined as progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integration, and/or information technology project management. The work involves analyzing and evaluating varied information from multiple sources, forming conclusions, and taking or recommending courses of action. It requires the application of theoretical and practical knowledge obtained through education and/or experience in the information technology field. The work requires computer security knowledge, skills and experience.

Must have excellent interpersonal skills and the ability to communicate effectively, both verbally and in writing. In addition, candidates should possess a commitment to learning and innovation, be flexible and able to adapt to changing conditions, be self-motivated, detail-oriented, organized, and present a professional demeanor.

Preferred Technical Qualifications: Cisco Certified Network Associate (CNNA) or Cisco Certified Network Professional (CCNP) certification. Network+ certification helpful. Prior Federal Court IT knowledge.

Proficiency in any of the following systems is helpful: VMWare, Hyper-V, or other virtualization platforms, Windows, Linux, networking, Active Directory and Group Policy, Cisco VoIP systems, Anti-Virus/Malware, patch management, mobile management, web threat protection, vulnerability scanning and logging. Technical proficiency in the following US District Court-specific software applications is preferred, but not required: CM/ECF, JMS and PACTS.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

Generous Paid Time Off Program
Public Service Loan Forgiveness
Defined Benefit Pension Plan
Long-Term Care Insurance
Parking/Commuter Benefit Program
Work Life Services

Eleven Paid Holidays
Group Health, Dental, Vision and Life Insurance
Defined Contribution Plan (TSP) with Employer Match
Health and Dependent Flexible Spending Accounts
Employee Assistance Program
Virtual Judiciary Online University

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

Background Investigation Requirements

This is a High Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years. A social media inquiry may also be a condition of employment.

Application Procedure and Information

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship, for requirements please see: <https://www.moed.uscourts.gov/sites/moed/files/Citizenship-Requirements-Employment-Judiciary.pdf>
Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants may be asked to participate in proficiency tests.

Qualified persons are invited to submit:

- letter of application,
- current résumé,
- completed application for judicial branch employment, form AO-78 (available at <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>)
- contact information for three professional references

Please click on the following link to apply for this position and submit materials:

Application materials may be submitted via email to: moed_employment@moed.uscourts.gov

Incomplete application materials may not be considered. Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees. Link: [The Code of Conduct for Judicial Employees](#) Link: [Your Employee Rights and How to Report](#)

Equal Opportunity Employer