



UNITED STATES CLERK'S OFFICE EASTERN DISTRICT OF MISSOURI

Nathan M. Graves, Clerk of Court

CAREER OPPORTUNITY

IT Technician (Inventory Support)

VACANCY #: IT-826

Duty Station: St. Louis, MO

Posted: August 10, 2026

Status: Full-Time Permanent

Reports To: IT Supervisor

Salary Range:

CL 24/1: \$45,835 - CL24/61: \$74,498

Transfers: Yes

CL 25/1: \$50,613 - CL/61: \$82,301

With future promotion potential to
CL 26/1 \$55,752-CL 26/61\$90,608

**Classification dependent on qualifications. *Step 26-61 in Full Performance Range requires approval by the Administrative Office.*

Closing Date: Open Until Filled

POSITION SUMMARY

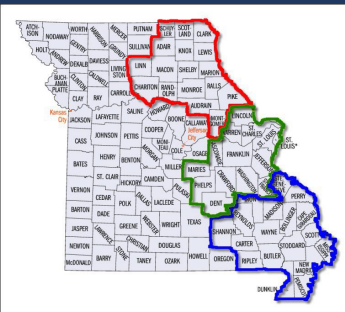
The Inventory Support Technician position is in the District Court headquarters office in St. Louis, MO. The position is part of the Information Technology team that performs asset management duties and end user support activities. The Inventory Support Technician manages the inventory process and assists with the development of internal controls and the asset management policy. The Inventory Support Technician manages physical inventory, including the deployment and collection of assets, as well as the tracking of status, location, and caretaker assignment of assets. The incumbent also manages the software inventory, including license tracking, and acts as backup help desk support for end users. The Inventory Support Technician performs routine to moderately complex troubleshooting for hardware and software systems and assesses viability of redeployment of equipment. The IT unit is a shared service that provides computing equipment and devices to all agencies in the District Court (Probation, Pretrial, Clerk's & Chambers). There is a large volume of assets to manage and control.

Summary of Representative Duties and Responsibilities

- Responsible for all inventory control using the Judiciary Inventory Control Software (JICS), including receiving stock, maintenance stock, item transfers, and all physical inventory tracking.
- Ensure assets are accounted for within the parameters of the Court's Asset Management policy.
- Receive, tag, and record new assets in the JICS database; coordinate asset deployments, transfers, and returns.
- Deliver and set up computer equipment.
- Maintain an accurate location, assignment, and status of all assets belonging to the Court by supporting the tracking of the entire asset lifecycle from procurement to disposal.
- Maintain and accurate account of all assets, with an eye to timeliness and policy compliance.
- Regularly conduct physical audits aiming for exemplary asset recordkeeping.
- Organizing returned items and determining if they may be reissued, are at end of life, or are excess to court needs.
- Support the flow of equipment and furniture that is issued to support staff.
- Manage secure decommissioning of equipment and furniture that has reached end of useful life, including data sanitization.
- Communicate with the IT and Procurement staff about movement of IT and furniture inventory.

Eastern District of Missouri Clerk's Office is an Equal Opportunity Employer

111 South 10th Street
St. Louis, MO 63102
www.moed.uscourts.gov



JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Flexible Work Schedule
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Employee Assistance Program
- Parking/Commuter Benefit Program
- Virtual Judiciary Online University

HOW TO APPLY

Applicants must submit all documents listed below in ONE PDF FILE to MOED_employment@moed.uscourts.gov

Subject of Email: IST-726

5. Letter of Interest

- Your skills and experience, with an explanation of how those skills and experience may contribute to the organization.
- How your overall experience and preparation relates to the stated duties and responsibilities.

6. Current resume

7. Professional References

8. AO 78 Application for Federal Judicial Branch Employment* found [here](#).

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. 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.

Citizenship-Requirements-Employment-Judiciary.pdf

[Learn More About Judiciary Policies](#)

The organization reserves the right to assign and/or reassign an employee to any location within the district based on the needs of the organization.

- Act as a backup on the Help Desk, providing technical assistance to Court users. Assist users by receiving, documenting, and routing technical issues or requests in the IT Service Desk software.
- Handle customer inquiries and complaints. Document and update customer records based on interactions.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Qualifications must be met at the time of application. The successful candidate must possess the following:

- Associate's degree in computer science or other related field is strongly preferred; or equivalent experience preferred.
- Knowledge of computer hardware and software, including the ability to perform routine hardware and software maintenance and troubleshooting.
- Knowledge of the Microsoft Office suite.
- Knowledge of IT services with a focus on customer service.
- Ability to maintain accurate records; experience working with databases and/or spreadsheets required.
- Excellent organizational skills and detail oriented.
- Knowledge of or ability to learn internal controls and policies governing property management and procurement.
- An attendance record that indicates reliability and commitment.
- Ability to communicate technical information effectively, both orally and in writing.
- Ability to be tactful and work cooperatively with others, including judicial officers, Court colleagues, and members of the IT team.
- Strong sense of integrity with sound ethics and judgment.
- Your own transportation to and from other event locations and occasionally distances to other court locations of Cape Girardeau, MO and Hannibal, Missouri.
- Ability to lift and move moderately heavy items, such as computer equipment.

To qualify for the CL24 a minimum of one year of specialized experience equivalent to work in a CL23 level is required. To qualify for the CL25 a minimum of one year of specialized experience equivalent to work in a CL24 level is required. To qualify for the CL26 a minimum of one year of specialized experience equivalent to work in a CL25 level is required. *Specialized experience is defined as 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 and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

BACKGROUND INVESTIGATION REQUIREMENTS

This is a High Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an fingerprints, OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

All applicant information is subject to verification. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after hire.

SELECTION PROCESS/CONDITIONS OF EMPLOYMENT

After review of the application packets, highly qualified applicants will be invited in for one or more personal interviews. Due to the volume of applications received, only applicants who are selected for interview will receive a written response regarding their application status.

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 Wrongful Conduct | Eastern District of Missouri | United States District Court](#)

Direct deposit of pay is required. Positions with the U.S. Courts are "excepted service" positions and employees serve "at will."

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The Clerk's Office reserves the right to amend or withdraw any announcement without written notice to applicants. If 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.