



**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF FLORIDA**

**NOTICE OF CAREER OPPORTUNITY**

**Vacancy Announcement FLNB 2025-01**

**Application Administrator I**

<b><u>Position Title:</u></b>	Application Administrator I (Permanent Full-Time)
<b><u>Salary Range:</u></b>	CL-25 \$48,890 - \$79,443 (with promotion potential to Application Administrator II CL-26) Starting salary commensurate with work experience, education, prior/present pay history, and previous federal court experience, if applicable.
<b><u>Position Location:</u></b>	Tallahassee, Florida
<b><u>Opening Date:</u></b>	March 17, 2025
<b><u>Application Deadline:</u></b>	Open until filled. First review of applications on April 14 <sup>th</sup> . The anticipated start date for the position is May 5, 2025.

The Office of the Clerk offers an employment opportunity for a self-motivated individual with a strong work ethic and excellent communication, interpersonal, and analytical skills. The ideal candidate would be a resourceful, dependable, and independent worker with excellent time management skills. The federal judiciary performs an essential mission, and our work is rewarding, fast-paced, and challenging.

**Before you get started:** Carefully read all the content within this announcement and follow all directions.

**Position Overview:**

The Application Administrator is a key member of the IT team, responsible for designing, configuring, and maintaining computer software and hardware systems to support the efficient operation of the court's technology infrastructure. This position involves planning, supporting, and optimizing complex application systems while managing high-level IT projects. The Application Administrator will be expected to travel to divisional offices in Gainesville and Pensacola. Additionally, the role may require occasional after-hours and weekend work to support operational needs, with flexible time or administrative leave provided as needed. The ideal candidate will be adept at troubleshooting, implementing solutions, and ensuring seamless technology integration across the court's diverse systems and operations. This role is key to enhancing the efficiency, security, and functionality of the court's IT infrastructure and supporting the technological needs of court staff and proceedings.

**Responsibilities:**

- Provide technical assistance and support to court staff through the IT helpdesk; troubleshooting and resolving issues related to applications, hardware, connectivity, passwords, and network access. Support may be provided via phone, Teams messaging, email, or in person. Offer guidance on applications such as Outlook, Teams, Microsoft productivity tools, and both local and national court software solutions.

- Support all courtroom technology, including audio-visual equipment, and assist the Courtroom Deputy (CRD) with setup, testing, troubleshooting, recording, and operation of live, video, and hybrid court hearings. Monitor hearings in real-time to promptly address any technological issues, including direct communication with the Judge if necessary.
- Design and implement customized IT software features tailored to end-user needs, including adapting national software systems or assisting in the planning and acquisition of new systems. Maintain and update both internal and public-facing court websites, ensuring timely edits and postings. Develop, modify, and generate specialized reports to support court functions. Execute IT system implementation plans approved by the IT Manager, ensuring software security, testing, procedural development, and minimal disruption during system changes. Focus on increasing automation to enhance productivity and quality for court and chambers staff.
- Test, troubleshoot, and resolve database errors, performing necessary modifications and upgrades to both local and national software applications. Manage data backups, disaster recovery processes, and system startup and shutdown procedures. Provide user support, training, and issue resolution for system-related problems. Define user roles and access levels within the database.
- Coordinate the timely repair, maintenance, and installation of hardware, including personal computers, peripherals, audio/video equipment, rack-mounted networking devices, communication equipment, and printers. Perform firmware updates, configure workstations with new or reassigned equipment (laptops, desktops, monitors, docking stations, peripherals), and relocate or document equipment as needed. Replace UPS batteries per the maintenance schedule and assist in staging equipment for disposal during scheduled replacement cycles.
- Receive, test, and deploy new or updated computer hardware and software, performing repairs and component replacements for computers and printers as necessary. Utilize court imaging software to configure new or replacement machines. Troubleshoot and resolve networking issues, maintain networking equipment, and provide support for both national and local applications. Ensure accurate and up-to-date documentation of hardware, software, and network configurations.
- Enforce compliance with IT security protocols and procedures to safeguard systems, networks, and data. Regularly evaluate and recommend hardware and software upgrades to maintain optimal performance, security, and functionality. Manage vulnerability scanning reports by exporting data, researching remediation solutions, and deploying patches or scripts to address vulnerabilities in line with court-approved solutions. Automate software installations, updates, and scripting tasks using the court's system management software to improve efficiency and security.
- Administer, maintain, and optimize Windows and Linux servers, handling system configuration, performance tuning, and troubleshooting. Ensure high availability, security, and reliability by proactively addressing issues and implementing best practices. Provide comprehensive support for mobile devices and remote access solutions (laptops, iPhones, iPads), ensuring seamless integration and secure connectivity with court systems. Configure and manage VPNs, MDM solutions, and other remote access technologies to facilitate secure and efficient staff connectivity.
- Perform other duties as assigned.

### **Minimum Qualifications:**

- High school diploma or equivalent.
- A minimum of two years of full-time professional experience in an Information Technology role, or a college degree in an Information Technology field. This experience should encompass tasks such as modifying, enhancing, designing, implementing, and/or maintaining computer systems, including systems analysis, desktop support, computer programming, systems integration, and/or project management.
- Proven experience in supporting Windows desktop operating systems, as well as troubleshooting and resolving technical issues related to PC equipment and peripherals.
- Ability to engage with non-technical users in a professional and supportive manner while working effectively in a collaborative team environment. Strong organizational and interpersonal skills, along with a professional demeanor and appearance, are essential.

- Excellent communication skills, both verbal and written, with the ability to interact respectfully and effectively with all levels of management. Must be capable of managing multiple tasks and priorities efficiently.

### **Desirable Qualifications:**

- A college degree in Computer Science or a related field from an accredited institution is preferred. Equivalent education beyond the high school level may be considered in lieu of experience at the discretion of the Clerk of Court.
- Advanced knowledge of Windows Server platforms and substantial experience with Linux Operating Systems, including system configuration, administration, and troubleshooting.
- Strong experience with relational database structures, including Informix databases, and familiarity with Virtual Server and Desktop Environments, as well as patch management, software deployment, and system updates.
- Proficiency in software development and modification using languages such as HTML, CSS, SQL, C#, PERL, Java, .NET, and PowerShell, with the ability to rapidly adapt and integrate emerging technologies.
- In-depth knowledge of Virtual Desktop Infrastructure (VDI) solutions, including implementation, configuration, and ongoing management of VDI environments.
- Hands-on experience with audio-visual (A/V) systems, including troubleshooting, configuration, and integration of related technology.
- Programmer-centric certifications such as CPA C++, PCEP, OCA, CSM, FreeCodeCamp Certifications, and GitHub Learning Lab certifications.
- Additional IT certifications, including ITF+, A+, Network+, ITIL® Foundation, Security+, CASP+, CISP, CISSP, CEH, VCA-DCV, RHCSA, MCP, or MSCA.

### **Benefits:**

A generous benefits package is available which includes the following:

- Twelve (12) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees' Retirement System (FERS)
- Thrift Savings Plan (similar to a 401K plan) including a ROTH option
- Health benefits under the Federal Employees' Benefits Program (FEHB)
- Life Insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FGLTD)
- Long Term Care Insurance (through the Federal Judiciary or the Office of Personnel Management)
- Detailed information available at: <https://www.uscourts.gov/careers/benefits>

### **Miscellaneous:**

- U.S. citizenship required. Detailed requirements at: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>
- The selected candidate will be subject to a background investigation and FBI fingerprint check as a condition of employment. Appointment will be made conditional to an acceptable background investigation report.
- Employees of the U.S. Bankruptcy Court are "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees.
- All employees are subject to mandatory electronic payroll deposit.

- This position is primarily located in Tallahassee, Florida with routine travel to the Court's divisional offices and/or hearing locations in Gainesville and Pensacola. Travel outside the district may occasionally be required.
- Emergency and after-hours coverage are required when needed.
- The position involves moderate physical effort to engage in activities such as moving, connecting, or troubleshooting equipment.
- Applicants selected for interviews must travel at their own expense. Due to the expected high volume of applicants for this position, the Clerk's Office will contact only those qualified applicants who will be invited for an interview.

### **Application Requirements:**

Qualified applicants should submit the following documents via mail or email:

- Letter of interest re **Announcement FLNB 2025-01**
- Current resume detailing years of pertinent experience, dates of employment, and salary history.
- Completed AO-78, Application for Federal Employment. Do not send the form itself, but send a scanned or otherwise flattened copy of it to ensure the data you input is not lost in the email process (See <http://www.flnb.uscourts.gov/sites/default/files/forms/ao78.pdf>).

**Email To:** [Flnb\\_response@flnb.uscourts.gov](mailto:Flnb_response@flnb.uscourts.gov)

**Subject Line Must Contain: Announcement FLNB 2025-01**

First review of applications will be on April 14, 2025. To receive first consideration the application must be received by 9:00 AM Eastern Time on April 14<sup>th</sup>. The position is open until filled. The anticipated start date for the position is May 5, 2025.

\*\*\*Note that receipt confirmation **will not be provided** regarding emailed application packets. \*\*\*

The U.S. Bankruptcy Court for the Northern  
District of Florida is an Equal Opportunity Employer