



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

NOTICE OF CAREER OPPORTUNITY
Vacancy Announcement TLH 2026-02

Applications Administrator I

Courtroom Technology • IT Support • Software Applications

Position Title: Applications Administrator I (Permanent Full-Time)

Starting Salary Range: **CL-25 | \$49,361 - \$61,207 annually**
Career growth with promotion potential to Applications Administrator II (CL-26).
Starting salary is based on experience, education, and applicable pay history.

Position Location: Tallahassee, Florida

Opening Date: September 16, 2026

Application Deadline: Open until filled. Priority deadline: Oct. 5, 2026, at 9 a.m. ET.

Position Overview

Build a lasting IT career with the U.S. Bankruptcy Court for the Northern District of Florida. As an Applications Administrator I, you'll support the work of the federal judiciary by leading courtroom technology support, helping staff solve everyday IT challenges, and developing or managing applications that the court relies on.

You'll be an integral member of our Systems and Operations Support (SOS) team, working alongside experienced IT professionals and taking ownership of essential court technology. A structured training plan will guide your onboarding and development as you learn court systems and procedures. As your expertise grows and the court's needs evolve, you'll have opportunities to shape improvements, take on greater responsibility, and advance within the team.

The position reports to the Director of IT and is based in Tallahassee, with routine travel to Gainesville and Pensacola and occasional evening or weekend work.

Responsibilities

- Lead courtroom technology support, helping court proceedings run smoothly through audiovisual, recording, and videoconferencing systems.
- Provide responsive Tier 1 help desk and user support, troubleshooting computers, applications, mobile devices, and connectivity issues and coordinating with other IT staff when additional support is needed.
- Develop, customize, and/or manage software applications that support the court's work, with opportunities to contribute through programming, automation, configuration, and ongoing support.
- Help develop and manage SharePoint Online sites and court websites, keeping information current and improving usability.
- Help staff make effective use of technology through practical guidance, training, and documentation.
- Keep the Director of IT informed through clear, timely updates on progress, priorities, and issues requiring attention.
- Take on additional projects and duties as assigned, with opportunities to build new skills and contribute based on individual strengths and court needs.

Minimum Qualifications

We welcome applicants who bring practical IT knowledge, initiative, and a willingness to learn. To qualify, you must have:

- A high school diploma or equivalent.
- At least two years of full-time work experience, including one year of specialized experience supporting users and technology through troubleshooting, help desk support, application administration, software development, or maintaining computer and audiovisual systems.
- Critical thinking and analytical skills to evaluate options, make sound decisions, solve problems, and complete tasks.
- Strong verbal and written communication skills, including explaining technology clearly, helping users patiently, collaborating with colleagues, and keeping your supervisor informed of progress, questions, and challenges.
- The ability to stay organized, manage competing priorities, and follow through on assignments.
- Sound judgment, discretion with sensitive information, and a commitment to professional public service.

Preferred Qualifications

Experience in one or more of these areas is preferred: audiovisual technology, help desk and user support, programming or automation, application management, SharePoint Online, website development, or user training. Relevant education, certifications, and hands-on projects are also welcome.

If you enjoy figuring things out, helping people, and finding better ways to use technology, you'll have opportunities to put those interests to work here. We value curiosity, teamwork, and initiative, and we're excited to see what you can bring to the team. You don't need experience in every area listed.

Benefits

Enjoy comprehensive federal benefits for your health, time away from work, and financial security.

- **Paid time off:** Enjoy 11 paid federal holidays, plus paid annual vacation leave and sick leave.
- **Retirement pension:** Build toward a monthly retirement benefit through the Federal Employees Retirement System (FERS), subject to eligibility and service requirements.
- **Retirement savings:** Save for your future through the Thrift Savings Plan (TSP), the federal government's equivalent of a 401(k), with traditional and Roth contribution options.
- **Health and insurance options:** Choose from health insurance plans, supplemental dental and vision coverage, and life insurance options for you and eligible family members.
- **Tax-saving benefits:** Use pre-tax accounts for eligible health care and dependent care expenses.
- **Professional development:** Grow through structured training, guidance from experienced IT colleagues, and hands-on work with court technologies.

Estimated Annual Compensation and Benefits

Example based on a CL-25, Step 5 salary.

Component	Estimated value
Annual salary	\$51,421
Employer retirement contribution (FERS)	\$11,312
Employer TSP contribution (5%)	\$2,571
Employer-paid health and life insurance	\$8,443
Total estimated annual value	\$73,747

Illustrative values vary by salary, eligibility, and benefit elections. The TSP estimate assumes employee contributions sufficient to receive the full employer contribution.

Explore federal judiciary benefits: <https://www.uscourts.gov/careers/benefits>

Position Requirements and Conditions

- This position is within the federal judicial branch, with hiring and personnel decisions administered by the court under judiciary policies. Workforce directives that apply solely to executive branch agencies do not apply to this position.
- U.S. citizenship required. Detailed requirements at: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>
- Appointment is contingent upon satisfactory results of a background investigation and FBI fingerprint check.
- Employment is at will. Employees must follow the Code of Conduct for Judicial Employees.
- Salary payments are made by mandatory direct deposit.
- This position is based in Tallahassee, Florida, with routine travel to court locations in Gainesville and Pensacola to support technology and operational needs. Occasional travel outside the district may also be required.
- Occasional evening and weekend work is required for scheduled maintenance, urgent IT issues, and court operations.
- A court-issued iPhone is provided. Employees are expected to monitor system alerts and staff communications, including outside regular work hours, and make reasonable efforts to respond promptly to matters within their areas of responsibility, taking into account urgency and availability.
- The work involves moderate physical activity, including moving, installing, and maintaining technology equipment, with bending and reaching as needed.
- Only applicants selected for interviews will be contacted. Interview travel expenses are the applicant's responsibility.

Application Requirements

Submit the following documents by email:

1. **Letter of interest referencing Announcement TLH 2026-02.** Tell us why this opportunity interests you and what you would bring to the team. In your own voice, share specific examples of projects completed, problems solved, or skills learned through work, school, volunteering, or personal projects. Explain your role, how you evaluated options and chose an approach, and the outcome. Show us your initiative, follow-through, and willingness to tackle hands-on work.
2. **Current résumé.** Include relevant experience, employment dates, hours worked per week, and salary history.
3. **Completed AO-78, Application for Federal Employment.** Submit a scanned or flattened PDF so your entries remain visible. Review the saved copy before sending to confirm all information is included (See <http://www.flnb.uscourts.gov/sites/default/files/forms/ao78.pdf>).

Email To: FLNB_Response@flnb.uscourts.gov

Subject Line Must Contain: **Announcement TLH 2026-02**

For first consideration, submit your complete application by **9:00 a.m. Eastern Time on October 5, 2026**. The position is open until filled.

References: Candidates selected for interviews will be asked to provide three professional references who can speak to their work performance, reliability, and teamwork, preferably including a former supervisor. Include each reference's name, relationship to you, phone number, and email address.

Email receipt confirmations will not be sent.

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