



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20005

POSITION VACANCY

Announcement Number:	CFC-2026-04-IT
Position Title:	Systems and Network Administrator
Open Date:	March 25, 2026
Close Date:	Open Until Filled
Type of Appointment / Position:	Permanent / High Sensitive
Grade / Salary Range:	CL-28 (\$81,906 - \$133,178)
Duty Location:	Washington, DC (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	U.S. Citizens (or persons eligible to work in the United States)

Position Overview and Representative Duties:

The Systems & Network Administrator manages the courts network and server equipment. The Systems & Network Administrator performs routine administration to the servers and implements complex updates, including developing systems documentation and data network security. The incumbent performs server and network troubleshooting and triage during service failure scenarios and participates in intense investigations to determine the root cause and develop corrective actions. The incumbent ensures effective and efficient system maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments. Duties also include collaborating with supervisors, managers, executives, and judges locally as well as at other court units.

This position is eligible for regular and recurring telework. The actual amount of telework is based on the suitability of the candidate, the position, and the needs of the court.

No relocation expenses will be paid.

General Experience:

The candidate must have IT support experience and a performance history that demonstrates outstanding customer service and troubleshooting skills. The ideal candidate will have appropriate tact to interact directly with the court's judges and special masters, their chambers' personnel, and court staff in order to gather requirements, troubleshoot software errors, and provide support for their technical needs. The candidate will be responsible for the installation, configuration, and support of network hardware and systems, computer hardware and software, telecommunications equipment, audio/video equipment, as well as specialized court-related hardware and software. The candidate should also have an innate sense of follow-through, team spirit, and professional responsibility for the quality of one's work.

- Provide technical expertise as a team member in the development and operational support of the court's systems and services.
- Design, test, and deploy new or enhanced servers including resident software services. Perform server troubleshooting and triage during service failure scenarios and participate in detailed investigations to determine root cause and corrective actions.
- Support the court's current LAN/WAN and WIFI network environment.
- Ensure effective and efficient server maintenance and operations workflow and practices to help

improve availability and performance of systems and dependent environments.

- Provide hardware and software support for Windows Servers, Linux servers and associated virtual platforms.
- Provide troubleshooting support for all court servers and the various applications and services they provide.
- Coordinate with network engineers to troubleshoot, test, and deploy network systems.
- Responsible for the creation, maintenance, Testing, and enhancement of data backup and recovery procedures and practices.
- Conduct comprehensive data security assessments and provide network security through hardware and/or software solutions.
- Analyze and research procurement needs relating to the purchase of new server and network hardware and dependent accessories including software utilities and backup storage.
- Create and maintain systems documentation
- Develop and implement short-term and long-range automation improvement plans for the court, ensuring that changes can be implemented with minimal disruption at the court site.
- Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems.
- Perform other related duties as required.

Certifications:

- Candidates with certifications from Microsoft, Cisco, and VMware are strongly preferred.

IT experience in federal courts, law firms, or other legal environments is highly desirable, as is training in or a working knowledge of the following areas: Cisco network equipment, Windows server operating systems, Active Directory & NTFS permissions, Linux operating systems, Office 365, SharePoint, OneDrive, and other areas relevant to the position.

The successful candidate must be a self-starter as well as detail oriented. The candidate must be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. Must have strong prioritizing and problem-solving skills. Must have solid communication skills (written & oral) to communicate effectively with persons within the court of various levels of technology expertise front line staff to chambers, as well as with persons outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner is a must.

To qualify at the CL 28 level: Two years of specialized experience, including at least one year equivalent to work at the CL-27 or the completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in information technology or a field closely related to the subject matter of the position. Specialized experience is progressively responsible experience in or closely related to the work of the position that has provided the knowledge, skills, and abilities to perform the duties of the position successfully.

Preferred Qualifications: Completion of a bachelor's degree from an accredited college or university in information technology or a related field. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the Systems and Network Administrator may be substituted for the degree requirement.

Benefits:

- 11 paid holidays, 13-26 days paid annual leave (increases with service), 13 days paid sick leave annually.
- Family and Medical Leave Act and Paid Parental Leave after 12 months of federal, civilian service.
- Participation in the Federal Employees Retirement System (FERS). Optional participation in the Thrift Savings Plan (up to 5% employer matched contributions).

- Optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), and the Flexible Benefits Program
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP)
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.

How to Apply:

To apply for this position, you must combine ALL documents listed below into a single PDF file and email to uscfcjobs@cfc.uscourts.gov. Zip files and faxes will not be accepted. Please include the Title and Job Announcement Number in the subject line.

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Résumé;**
- **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
- **Three (3) business/professional references** with name, affiliation, and contact information;
- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**

What to Expect Next

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment will be provisional pending the satisfactory completion of a mandatory Fingerprint and Background Investigation. The provisional nature of your employment, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for an interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.