



NOTICE OF VACANCY

Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Email: flsd_hrmail@flsd.uscourts.gov

Position: Network Administrator

Announcement No: 2026-CLK-16

Duty Station: Miami, Florida

Grade: CL26 to CL27 (depending on candidate qualification)

Salary: \$57,907--\$79,533 New Federal Employees

\$57,907-\$ 103,410 Current or Former Federal Employees

***Candidates appointed at CL 26 may be eligible for promotion to the CL 27 without further advertising after at least one year in the position; subject to meeting performance objectives and staffing budget.**

Position Overview

Network administrators coordinate and oversee the judiciary's information technology networks. Network administrators perform routine network administration. Duties include collaboration with supervisors, managers, executives and judges.

Representative Duties

CL26:

- Coordinate and link computer systems within an organization to increase compatibility and share information.
- Determine computer software or hardware needed to set up or alter systems. Train users to work with computer systems and programs.
- Diagnose hardware and custom off-the-shelf software problems and replace defective components.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations.
- Recommend changes to improve systems and configuration, as well as determine hardware or software requirements related to such changes.
- Maintain network security.
- Perform data backups. Plan for disaster recovery operations and testing including network performance, security, anti-virus, intrusion, web usage/monitoring, design and acquisition of servers.
- Produce useful system documentation and perform system startup and shutdown procedures.
- Monitor network, test for weaknesses, handle updates, install and implement security programs, and evaluate network management software



Important Dates

Opening: 6/4/2026

Closing: Open until filled

First Review: 6/19/2026

U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The district spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

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CL 27:

- Coordinate and link computer systems within an organization to increase compatibility and share information. Determine computer software or hardware needed to set up or alter systems. Make recommendations to management on changes to improve systems and configuration.
- Assist in developing and implementing automation improvement plans for the court unit.
- Train users to work with computer systems and programs.
- Diagnose hardware and custom off-the-shelf software problems and replace defective components.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations.
- Recommend changes to improve systems and configuration, as well as determine hardware or software requirements related to such changes.
- Maintain network security.
- Perform data backups. Plan for disaster recovery operations and testing including network performance, security, anti-virus, intrusion, web usage/monitoring, design and acquisition of servers.
- Produce useful system documentation and perform system startup and shutdown procedures.
- Monitor network, test for weaknesses, handle updates, install and implement security programs, and evaluate network management software.

Qualification Requirements

- CL 26: One year of specialized experience. Progressively experience that is in, or closely related to, the work of the position and which has demonstrated the knowledge, skills, and abilities to perform the position's duties successfully.
- CL 27: Two years of specialized experience; or completion of the requirements for a bachelor's degree from an accredited college or university in a related field of study.

Preferred Experience:

- Knowledge of basic theories, principles, practices, and use of computer hardware and software in a Microsoft enterprise environment, including Windows Server, Active Directory, DNS, and exposure to Microsoft SQL Server and related infrastructure technologies.
- Basic understanding of office database systems and data communications supporting enterprise network operations. Awareness of the capabilities, limitations, and functional applications of information technology within a Windows domain-based environment.



How to Apply

Submit the completed application package electronically in pdf format. The required items must be consolidated into one document in the order listed below. Do not copy/paste your documents into the email. Please make sure to write the announcement number on the subject line:

Email address:

flsd_hrmail@flsd.uscourts.gov

Announcement: 2026-CLK-16

Attachments: Cover letter, resume, Federal Employment Application (AO 78).

AO78 can be found on our web site under the employment tab, how to apply: www.flsd.uscourts.gov

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- Basic knowledge of operating systems, servers, and workstation products, including Windows client and server operating systems, Active Directory, DNS, and exposure to enterprise database platforms such as Microsoft SQL Server. Familiarity with virtualization technologies such as Microsoft Hyper-V and VMware, as well as Local Area Networks (LANs) and Wide Area Networks (WANs), and general understanding of systems security standards and practices.
- Strong troubleshooting skills related to desktop, server, network, and user account issues within a Microsoft enterprise environment. Ability to identify, analyze, and assist in resolving hardware, software, connectivity, and access-related problems while following established IT procedures and escalation processes.
- Basic knowledge of scripting and command-line tools, including PowerShell, Bash, and Windows command-line utilities, used to support system administration, troubleshooting, and automation tasks.

Desirable Characteristics:

The successful candidate should be mature, highly organized, possess tact, good judgment, poise, initiative, and always maintain a professional demeanor. Ability to meet the public and work harmoniously with others in a team-based organization, communicate effectively, both orally and in writing. Must be able to balance the demands of varying workload responsibilities and deadlines.

Organizational Relationship

This position is assigned to the Clerk's Office and reports to the Computer Operations Manager.

Employment eligibility

Applicants must be a U.S. Citizen or eligible to work for the judiciary as outlined here:

[Citizenship Requirements for Employment in the Judiciary.](#)

Benefits

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement.

Background Investigation & Fair Chance to Compete Act

This is a High-Sensitive position within the judiciary. This position is **not** covered under the FCA. Therefore, candidates may be asked to provide verbal or written statements about criminal history prior to receiving a conditional job offer. The selected candidate will be subject to a criminal background check and a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until a background check is completed.

Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered.

The court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation, please notify human resources. The decision on granting reasonable accommodation will be made on a case-by-case basis.

For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>

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United States District Court – Human Resources
400 North Miami Avenue, Room 08S47, Miami, FL 33128-7717
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

The Federal Courthouse has been designated a non-smoking area.
Each applicant must be a United States Citizen or eligible to work in the United States.
THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER