

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TENNESSEE
OFFICE OF THE CLERK**

VACANCY ANNOUNCEMENT 2026-9

DATE: May 13, 2026

POSITION TITLE: Network Administrator (Full-Time Permanent)

LOCATION: Chattanooga, TN

SALARY: CL 26/1 to CL 27/61 (\$54,372 to \$97,098)
Starting salary is dependent upon qualifications and experience in accordance with the Court Personnel System and is usually in the low to middle portion of the range provided above.

PROMOTION POTENTIAL: There is promotion potential to the CL 27 and CL 28 without further competition depending upon budget and qualifications.

CLOSING DATE: May 27, 2026

POSITION OVERVIEW:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for a Network Administrator to coordinate and oversee the Court's information technology (IT) networks. The Network Administrator will also assist with implementing the Court's IT security initiatives and providing help desk support for the district as needed. The position is on the staff of the Clerk of Court and reports to the Director of Information Technology. Job duties include:

- Designing, configuring, and implementing network infrastructure.
- Developing standard guidelines for the use and acquisition of software.
- Planning, coordinating, implementing, and testing network security measures in order to protect data, software, and hardware.
- Monitoring and optimizing hardware, operating systems, and databases to improve system performance and reliability.
- Developing and implementing short-term and long-term automation improvement plans for the Court.
- Providing daily system backup and regularly monitoring operations of the network equipment and systems.
- Recommending and installing updates to ensure continued operation.
- Acting as the technical expert in solving network and related computer system problems.
- Installing security, operating system patches, and database software upgrades.
- Providing file server maintenance and troubleshooting problems with network equipment.
- Preparing and maintaining documentation for local networks, systems acquired from outside the Judiciary, and hardware.
- Providing training on new hardware, programs, and databases, including refresher training as needed.
- Identifying and developing requirements for procurement of IT equipment and software to protect vulnerable information.
- Contacting vendors when warranty or repair service is needed.
- Assisting with the implementation of local security policies, processes, and technologies; the development

of actionable IT security improvements; and the generation of security documentation to fulfill security objectives.

- Responding to help desk tickets and calls, logging computer problems, and assisting with routine issues, escalating specialized issues to the next level.
- Providing in-person assistance with non-routine or more complicated help desk issues.
- Maintaining contact with other IT court personnel at different locations and levels for the purpose of keeping abreast of developments, techniques, and user programs.
- Performing other duties as assigned.

QUALIFICATIONS:

To qualify for the position, applicants must have one year of specialized experience **or** have completed a bachelor's degree from an accredited college or university with one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- 3.5 average or better in field related to the subject matter of the position;
- Election to membership in one of the National Honorary Scholastic Societies; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in field related to the subject matter of the position.

Specialized experience includes 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 perform the position's duties successfully and involves the routine use of automated software and keyboarding for word processing, data entry, and report generation.

Applicants should possess knowledge of common IT hardware and software programs, including Microsoft 365 products. Prior network administration experience is preferred. Attention to detail, exceptional organizational and time management skills, as well as excellent problem solving and critical thinking skills are required. Strong interpersonal skills supported by articulate written and verbal communication skills, including the ability to explain technical concepts in an understandable manner, are essential. In addition, the incumbent must exercise mature judgment, maintain a professional demeanor, and be a dependable and flexible team participant. Availability for occasional travel, including overnight, is required. Lifting and moving moderately heavy items, such as computer equipment, is required.

BENEFITS:

Court employees are entitled to the same [benefits](#) as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years, and twenty-six days after fifteen years. Thirteen days of paid sick leave and eleven paid federal holidays per calendar year.
- Participation in the Federal Employees Health Benefits (FEHB) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), and the Federal Employees Group Life Insurance (FGLI) Program.
- Supplemental benefits, including health and dependent care reimbursement accounts, commuter benefits, and long-term care insurance.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan (similar to a 401k).

Current Judiciary employees transferring without a break in service will maintain their current benefits.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to Human_Resources@tned.uscourts.gov that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references; and
- A completed AO 78, [Application for Federal Judicial Branch Employment](#).

Incomplete submissions and submissions that are not received in one PDF document may not be considered.

DISCLOSURES:

- Applicants must be U.S. citizens or [meet the requirements for employment in the Judiciary](#).
- Only applicants selected for an interview will be notified. The Court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.
- Employment references may be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- U.S. District Court employees serve under “Excepted Appointments” and are considered “at will.” Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the [Code of Conduct for Judicial Employees](#) and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.
- The United States District Court is an Equal Opportunity Employer and values diversity in the workplace.