UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE

POSITION ANNOUNCEMENT

Opening Date:	10/15/2025
Vacancy Number:	SHR-25-02
Position Title:	**IT Systems Administrator**
Salary Range:	Classification Level 27/Step 1: $59,133 to Step 61: $96,147 *Starting salary commensurate with experience and qualifications.*
Position Location:	Nashville, Tennessee
Closing Date:	Open until filled with preference given to applications received by **11/14/2025.**

Position Summary

The United States District Court for the Middle District of Tennessee is seeking qualified applicants for a full-time Information Technology Systems Administrator. The IT Systems Administrator performs first-line work related to the introduction, application, coordination, integration and operation of the Court's IT systems. The IT Systems Administrator position reports directly to the Director of IT.

Summary of Representative Duties and Responsibilities

- Advises in all areas of IT needs, objectives and capabilities, including anticipation of future requirements and problems.
- Provide operational support of CM\ECF as well as perform necessary maintenance and upgrades to the application.
- Provide day-to-day operation and support of the court's systems and network, including security, connectivity, helpdesk operations, patch management, server maintenance, deployments, backups, and monitoring.
- Develop, maintain, and enhance local systems and applications and implement adaptions to national systems.
- Participate in the planning for and the acquisition of specific systems for the Court.

- Manage remote and mobile devices, as well as maintain oversight of the court's automation equipment and property inventory. Ensure an effective cyclical maintenance program.
- Troubleshoot and resolve systems and network-related issues. Identify and analyze root causes and take corrective action.
- Create and maintain documentation and forms that are well designed and easy to understand.
- Work with the 6th Circuit IT Security team to implement IT security protocols for our local court.
- Perform helpdesk related duties and provide on-call support.
- Non-business hour work and occasional travel required as needed.
- Perform other duties as assigned.

Qualifications

Required:

- High School diploma required, a bachelor's degree or higher from an accredited institution in an IT or IT-related major preferred.
- Must have experience dealing with a diverse group of persons in a work relationship, possess the ability to exercise mature judgment, and have demonstrated ability to manage automated systems in a medium size organization.
- Must have the ability to prioritize multiple tasks, the ability to communicate effectively orally and in writing to a variety of end users, and the ability to create and maintain system and user documentation as necessary.
- In addition, the candidate must be detail oriented and have excellent organizational and time management skills.
- The position requires experience with IT Security and in-depth knowledge in Microsoft Windows desktop operating system, Microsoft Windows Active Directory, Microsoft Group Policy and Microsoft Windows Server.

Preferred:

- Previous and current Federal Court IT experience.
- CM\ECF administration
- Artificial Intelligence experience
- Two or more years of professional IT experience.
- Two years or more of demonstrated helpdesk experience.
- Experience with current Federal courtroom technology.
- Understanding of incident response, including the ability to implement a plan and procedures.
- Skill in interpersonal communications, including the ability to use tact and diplomacy in dealing effectively with all levels of management, staff, and judicial officers.

- Skill in project management, organizing information, managing time and multiple work assignments effectively, including prioritizing and meeting tight deadlines.
- Understanding of applicable programming languages, such as Python, Java, PHP, and SQL.
- Knowledge of and experience with the following hardware and software platforms:
  - Log Management (Splunk)
  - Patch Management and inventory (Dell KACE/Admin Arsenal PDQ)
  - Vulnerability Scanning (Nessus)
  - Microsoft O365, including Outlook, SharePoint and Office
  - Symantec Enterprise Protection
  - Forcepoint Websense
  - Cisco VoIP
  - HP and Cisco switching
  - UBNT Unifi
  - Biamp Tesira

Benefits

The Judiciary offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees' Retirement System.

Background Investigation Requirements

Employment will be considered provisional pending successful completion of a background investigation, credit check, and a favorable suitability determination.

Conditions of Employment

- Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants may be asked to participate in proficiency tests.
- Verification of employment, education and reference checks will occur before any offer of employment.
- Employees of the United States Courts serve under "Excepted Appointments" (not civil service) and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Application Procedure and Additional Information

Qualified persons are invited to submit a **single PDF document** containing:

- Letter of interest *(including a brief narrative discussing the primary reasons you would be a good fit for this position)*,
- Current resume,
- Contact information for three professional references, and
- Completed application for judicial branch employment, Form AO-78 (available at Human Resources Forms | Middle District of Tennessee)

Application materials should be submitted to apply@tnmp.uscourts.gov with the subject line **"SHR-25-02: IT Systems Administrator".** Preference will be given to applications submitted by close of business on **11/14/2025**.

Applications not complying with these instructions will not be considered. All applicants selected for interviews will be subject to a skills assessment process.

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please send an email to apply@tnmp.uscourts.gov. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Only candidates selected for an interview will be contacted. Applicants selected for interview must travel at their own expense.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

The United States District Court for the Middle District of Tennessee
Is An Equal Opportunity Employer