



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20439

POSITION VACANCY

Announcement Number:	CFC-2016-08-IT
Position Title:	PC Systems Administrator
Open Date:	06/17/2026
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 PC Systems Administrator coordinates and oversees court unit's user endpoint systems and associated management tools. The incumbent is responsible for the provisioning, deployment, administration, and security of all user endpoint systems in use at the court. The incumbent performs routine user endpoint system administration, as well as more complex system administration duties including developing standards, implementing user endpoint security measures, and maintaining virtual desktop infrastructure (VDI) systems. The duties may also include collaborating with supervisors, managers, executives, and judges.

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 should also have an innate sense of follow-through, team spirit, and professional responsibility for the quality of one's work.

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:

- Development of secure system baseline images
- User endpoint system & security management
- Office 365, SharePoint, OneDrive
- Other areas relevant to the position including Kace SDA/SMA

Key Responsibilities

Specific duties include, but are not limited to:

- Develop and deploy secure baseline operating system images/installation templates for PCs, laptops, thin clients, virtual desktops, tablets, mobile telephones, and other user endpoint systems.
- Maintains and supports the court's endpoint system deployment and management applications.
- Ensures effective and efficient user endpoint maintenance and security vulnerability mitigation to help improve availability and performance of user endpoint systems.
- Provide hardware and software support for Windows endpoint devices and Apple IOS operating system environments.
- Create and maintain documentation for user endpoint systems management and deployment, as well as user documentation and guides.
- Act as the technical expert in solving user endpoint system problems.
- Create user accounts and assign system rights.
- Respond to help desk calls and e-mails, log computer problems, and assist with routine problems.
- Performs other related duties as required.

The successful candidate is a self-starter who is detail-oriented, highly organized, and professional. They exercise sound judgment, tact, initiative, and strong prioritization and problem-solving skills. Excellent written and verbal communication skills are required to effectively interact with court personnel at all levels of technical expertise, from frontline staff to chambers, as well as external stakeholders. The ability to work collaboratively in a team environment while maintaining a professional demeanor is essential.

Qualifications:

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.

Specialized Experience: Progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

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 position 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.