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

## *VACANCY ANNOUNCEMENT 2025-17*

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| **DATE:** | November 13, 2025 |
| **POSITION TITLE:** | Applications Administrator (Full-Time Permanent) |
| **LOCATION:** | Chattanooga, TN |
| **SALARY:** | CL 27/1 to CL 28/61 ($59,133 to $115,213)<br>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 28 level without competition when determined qualified and depending upon budget. |
| **CLOSING DATE:** | Reopened until filled.<br>Previously submitted applications remain under active consideration. |

**POSITION OVERVIEW**:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for an Applications Administrator to perform complex applications systems planning, support, and maintenance. The Applications Administrator is responsible for high-level information technology project management with an emphasis on Microsoft SharePoint, Teams, and Power Platform initiatives for the Court. The position is on the staff of the Clerk of Court. Job duties include:

- Coordinating all web, SharePoint, Teams, and Power Platform development efforts, analyzing user needs and software requirements. Developing specific system features to satisfy end user needs. Determining feasibility of design within time and cost constraints for new or updated pages and applications.
- Executing approved implementation plans for information technology systems. Adapting software and documentation; performing testing and making necessary modifications; establishing operating procedures; devising security for software and data. Developing, modifying, and running special reports for different elements of the Court.
- Providing user support, training, and problem resolution for systems-related issues. Specifying users and user access levels for each segment of database.
- Assisting with identifying opportunities for business process improvement through automation and data-driven insights using Power Platform tools. Providing functional and technical guidance on integrating Power Platform with other Microsoft 365 products, including SharePoint, Teams, and Outlook to improve collaboration and efficiency.
- Developing, implementing, operating, and maintaining all court sites and pages using established technologies and programming languages, including SharePoint, Teams, Power Platform, and Drupal realms.
- Working closely with staff to identify and define site content and perform conversions of existing information into the appropriate format. Converting end user processes and procedures into a more intuitive form. Using multi-media, graphic software, and other tools to redesign information into a more understandable form for dissemination.

- Analyzing and assessing the existing web structures, requirements, and technological developments to ensure full performance of the websites.
- Performing data backups and disaster recovery operations. Performing system startup and shutdown procedures; maintain control records.
- Conferring with internal and external end users to position the Court for current and future web and application technologies.
- Developing policies and procedures, priorities, goals, and long-range objectives regarding technical support of the Court's web and application technologies.
- Provide input to the Director of Information Technology on the technical components and resource requirements of the web program for budget formulation. Managing work within budget parameters.
- Working within AO policies and guidelines for Internet and Intranet sites, along with other federal guidelines and requirements.
- Acting as a technical expert in solving system problems. Providing in-person assistance with non-routine or more complicated issues.
- Performing tasks, including installing, troubleshooting, repairing, and configuring hardware and software.
- Performing other duties as assigned.

**QUALIFICATIONS**:

To qualify for the position, applicants must have two years 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 experience designing, implementing, or maintaining computer systems that included completing computer project assignments involving analysis, computer programming, systems integration, and information technology management.

The applicant must possess thorough knowledge of and skill in the use of applicable programming languages, database, and web application design methodology. Expertise in Microsoft SharePoint, Teams, and Power Platform is required. Applicants with Microsoft 365 and/or Power Platform certifications are preferred. Skill in developing and maintaining application and website and structure, design, and layout to enhance productivity and usability is required. The ability to independently analyze, isolate, and solve problems in complex systems is essential for success in the position.

Attention to detail, exceptional organizational and time management skills, including the ability to handle multiple projects and priorities within strict guidelines, 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, may be 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 (FEGLI) 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.