



United States Bankruptcy Court

Southern District of Florida



Clerk, Joseph Falzone,

Chief Deputy, Cameron A. Cradic

Position:	PC Specialist
Vacancy Announcement:	2026-05
Position Type:	Full-Time Permanent
Salary Range:	CL 25 (\$52,570-85,482) <i>(Starting salary based on qualifications and experience)</i>
Open Date:	September 18, 2026
Closing Date:	Open Until Filled
First Review:	October 1, 2026
Duty Station:	Miami, Florida

POSITION OVERVIEW:

The PC Specialist provides our court staff with automation and desk and technical support for installing and configuring computer hardware and software. The incumbent performs routine to moderately complex troubleshooting for hardware and software systems.

Representative Duties:

- Provide user support and resolve issues for desktops, laptops, Apple devices, printers, and scanners.
- Assist users experiencing difficulties using applications such as word processing, database applications, and other software programs used by the court.
- Assist in evaluating IT functions presently performed and recommend technical and operational changes.
- Manage the IT Help Desk database. Customize standard PC and MAC software and train personnel in its use.
- Prepare and maintain documentation for local programs. Identify requirements for procurement of future IT equipment.
- Support iPhones, Smartphones, and other mobile devices (iPads and tablets).
- Perform inventory control duties.
- Provide support for courtroom audio/video.
- Create user accounts and maintain associated documentation.
- Travel to the Fort Lauderdale and West Palm Beach divisions.
- Perform other IT and related duties as assigned.

Qualification & Skills Requirements:

Requires a minimum of one year of specialized experience, which is defined as progressively responsible experience related to the technical aspects of data processing, office automation, data communications, and their applications, terminology, and methodology, including the accomplishment of computer project assignments that involved systems analysis, design, implementation, and integration, and management.

Experience **must** include at least one year in computer hardware and PC troubleshooting, and responsibility for the implementation and/or support of a PC-based system, specifically with Microsoft

Windows 11 Professional, Adobe Acrobat Professional, MS Office 365 Products (OneNote, OneDrive, Word, Excel, PowerPoint, Access). Requires thorough knowledge of computer processes and capabilities, including expertise in hardware and software configuration; good knowledge of word processing, email, spreadsheet, and database software; and proven ability to troubleshoot hardware problems and perform routine hardware maintenance. Incumbents must possess excellent interpersonal skills and effectively communicate automation techniques and processes to non-automation court staff. Must be able to lift a minimum of 50 lbs.

COURT PREFERRED:

- Bachelor's degree in computer science or a related technical field from an accredited college or university.
- Certifications: A+, MCP, MCSA, Network+, Security+
- Experience with Office 365, Avaya Phone System Maintenance, and Courtroom Audio Video Technology

Required characteristics:

The successful candidate should be mature, self-directed, highly motivated, and dependable; able to demonstrate sound ethics and good judgment; able to work harmoniously in a team environment; able to maintain a professional appearance and demeanor at all times; and able to communicate effectively both orally and in writing. Must be able to balance the demands of varying workload responsibilities and deadlines.

BENEFITS:

Employees of the U.S. Bankruptcy Court are not classified under Civil Service. Still, they are entitled to many of the same benefits as other federal government employees, including their retirement system, thrift savings plan, participation in health and life insurance programs, periodic grade and step increases, and paid holidays.

Total Compensation Package – Estimate for Illustration Purposes Only

Sample Base Annual Salary (<i>Example: Using above CL 25/25</i>)	\$ 67,000
Potential Retirement Benefits – FERS	\$ 14,740
Thrift Savings Plan (<i>5% government contribution</i>)	\$ 3,350
Employer-Paid Health and Life Insurance Premiums	\$ 5,600
Commuter Reimbursement	\$ 1,300
Paid Time Off (<i>Holidays, Accrued Annual and Sick Leave</i>)	\$ 6,700
Total Compensation	\$ 98,690

ADDITIONAL INFORMATION:

Participation in the interview process will be at the applicant's expense, and relocation expenses will not be provided. Employees of the United States Courts serve under excepted appointments and are considered at-will employees. As such, employment may be terminated by either the employer or the employee with or without cause. All court employees are at will; therefore, the selected candidate may be removed from this position if, after reasonable on-the-job training, the selected candidate fails to perform satisfactorily.

This is a sensitive position, and as a condition of employment, the selected candidate will be subject to an FBI background check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history before receiving a tentative offer of employment. **Candidates completing the AO-78 are not required to complete questions 18-20**

regarding criminal history. All information provided by applicants is subject to verification and background investigation. The Court will check references and current employers. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after employment. All employees are subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, which may occur without prior written or other notice.

HOW TO APPLY:

Qualified applicants must submit a cover letter, a completed Federal Judicial Branch Application for Employment (AO-78), and a current resume.

The AO-78 must be fully completed and include employment dates, salary information, and weekly hours worked for each position. Responses indicating "See Resume" are not acceptable. Incomplete and/or unsigned applications may not be considered.

Please combine all required application materials into a single PDF and submit it via email to usbchr@flsb.uscourts.gov. Applications are not accepted via facsimile. The subject should read "2026-05 PC Specialist". Applicants selected for interviews must travel at their own expense. Applications may be reviewed as received. To access information on Citizenship Requirements, Employee Benefits, and the Federal Judicial Branch Application for Employment (AO78), please visit the court website at www.flsb.uscourts.gov, Court Information/Employment.

Receipts of individual applications will not be acknowledged. The court will communicate only with those individuals who are invited to an interview. The vacancy announcement will be removed from the court's website when the position is filled.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER