

**NORTHERN DISTRICT OF INDIANA
FEDERAL COMMUNITY DEFENDERS, INC.**

COMPUTER SYSTEMS ADMINISTRATOR

Northern District of Indiana Federal Community Defenders, Inc. (NDIFCD) is accepting applications for the position of Computer Systems Administrator (CSA) to be filled in the Hammond, Indiana headquarters office. Hammond, Indiana is located about 30 minutes from downtown Chicago.

The CSA provides support to 3 office locations - Hammond, South Bend and Fort Wayne. Duties include training and support for all data processing, office automation, networking, and data communication processes. CSA assists in procurement of equipment; handles delivery and installation processes. Receives, installs and tests new and updated software releases; responsible for database accounts and passwords; monitors security protocol; consults with Administrative Office of the U.S. Courts, other CSAs in federal defender organizations and the federal judiciary to isolate, analyze and correct system faults; restores and reconstructs damaged databases; monitors system operations and performs preventive and maintenance activities; develops and maintains technical and user documentation for all assigned systems operations and support to staff. Provides consultation and support to staff attorneys, investigators and paralegals in computer forensics, trial preparation and presentation. Assists with training of CJA Panel Attorneys for the Northern District of Indiana. Duties of the CSA are handled under the supervision of and in consultation with the Executive Director and the Administrative Officer, as well as staff of national support group in San Antonio, Texas.

Minimum requirements include a high school diploma or equivalent; a bachelors or advanced degree from an accredited college or university in computers, information technology management or a related field is preferred; excellent computer skills; at least five years of specialized experience with PC and Windows server networks (some experience with Novell Netware is preferred), excellent troubleshooting and communication skills (both written and verbal), and extensive experience supporting Windows desktops. All education, experience, training and certifications will be verified. Additional requirements include the ability to work flexible hours as well as the ability to walk, sit, stand, talk, hear, touch, feel and reach. The individual must also frequently lift and/or move up to 50 pounds. Applicants must be eligible to work in the United States. As frequent travel to branch offices is required, applicants must have reliable transportation, a valid driver's licence, and proof of insurance.

Salary commensurate with experience and qualifications, within a range from JSP grades 9-13. Qualified persons are encouraged to apply by forwarding a letter and resume, including 3 references and salary history and requirements, by November 23, 2009, to: Jerome T. Flynn, Executive Director, Northern District of Indiana Federal Community Defenders, Inc., 31 E. Sibley Street, Hammond, Indiana 46321. NO phone calls please.

NDIFCD is an equal opportunity employer.