

POSITION ANNOUNCEMENT 09-09

Office of the Federal Public Defender
Western District of Texas
Computer Systems Administrator
(Lotus Notes & Domino Administrator)

THE FEDERAL PUBLIC DEFENDER for the Western District of Texas is accepting applications for the position of computer systems administrator, primarily responsible for administering a Lotus Notes & Domino 7/8 domain, to be assigned to the National IT Operations and Applications Development (NITOAD) Branch stationed in San Antonio and reporting to the Office of Defender Services in Washington, D.C. The federal defender program operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by court appointment to individuals unable to afford counsel. The NITOAD branch supports the program's staffed offices in approximately 170 locations throughout the continental United States, Alaska, Hawaii, Puerto Rico, the Virgin Islands, and Guam.

Requirements. To qualify for entry-level computer systems administrator, a person must be a high school graduate or equivalent and have at least three years general experience and two years specialized experience. Some higher education from an accredited college or university, preferably with a concentration in computer or management-information science or a related field, may be substituted for some of the required experience. Notwithstanding any educational substitution, specialized experience in the following areas is required: Lotus Notes & Domino 7/8 domain administration, PCs, Windows 2003 or higher server administration, and e-mail Spam, Antivirus and software backup administration and architecture. Employment is subject to a satisfactory background investigation, including but not limited to an FBI fingerprint check.

Duties. The computer systems administrator (Lotus Notes & Domino Administrator) assists in developing, monitoring, and executing the national federal defender Lotus Notes domain and e-mail infrastructure. Specialized duties include analyzing, isolating, resolving, and documenting defenders' hardware and software problems; providing verbal and written assistance to defender systems staff with respect to the Lotus Notes 7/8 client environment; administering a Lotus Domino domain by monitoring defender systems, updating person/group documents, supporting Lotus Domino configuration, managing the e-mail spam, antivirus and data backup processes, administering and supporting Sametime, Quickr8, Blackberry, and DNS servers, and providing implementation project management; other duties as assigned. The position requires occasional travel.

Salary and Benefits. Starting salary will be fixed commensurate with experience and qualifications within a range from JSP-9, Step 1, to JSP-13, Step 1, currently yielding \$46,625 to \$80,402 per annum. The position is in the excepted service and does not have the tenure rights of the competitive Civil Service. The position does carry regular government employment benefits, including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons are encouraged to apply by forwarding a letter of interest (mentioning announcement number 09-09) and résumé to: Henry J. Bemporad, Federal Public Defender, Western District of Texas, 7550 IH10 West, Suite 200, San Antonio, Texas 78229-5221. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case by case basis. To request a reasonable accommodation for any part of the application or interview process, contact Administrative Officer Susan Andrade. Position announced July 23, 2009; open until filled.

The Federal Public Defender is an equal-opportunity employer.