



Kansas Federal Public Defender

Position: Assistant Computer Systems Administrator
Location: Kansas City, Kansas
Application Deadline: Open Until Filled

The Federal Public Defender has an immediate opening for an experienced IT professional with a successful background in systems administration. The ideal candidate will be a self-starter with demonstrated analytical, problem solving, and communication skills. This position reports to the Computer Systems Administrator. This position will be based in the Kansas City branch office but will also provide support to the branch offices in Topeka and Wichita.

Job Description The Assistant Computer Systems Administrator (ACSA) will be responsible for, but not limited to, the following assignments:

- provides end user support to users including troubleshooting, and administering computer hardware and software programs;
- provides technical assistance with network infrastructure, installation and configuration;
- assists with procurement planning;
- prepares and updates technical and user documentation;
- assists attorneys and staff with case related electronic discovery, automation, and litigation support;
- maintains and supports the telecommunications systems;
- provides setup and support for training events.

Requirements and Qualifications The successful applicant will demonstrate a comprehensive knowledge of computer administration principles, practices, methods and techniques as well as the ability to communicate orally and in writing. Must be a high school graduate or equivalent. A bachelor's degree from an accredited college or university with concentration in computer science, management information systems or a related field, is desired, but not required. Must be a US citizen or eligible to work in the United States.

Applicants must have at least 3 years technical experience, performing the following IT functions:

- assisting users and providing support services;
- installing and repairing automation hardware and software;
- network administration;
- Microsoft Windows Server 2008 (or higher) server experience.

Experience with law office IT and litigation-support tools is highly desirable.

The Kansas Federal Defender is an Equal Opportunity Employer. Women and minorities encouraged to apply.

Email: KSFPD@fd.org / On the web: <http://ks.fed.org>

Vacancy Announcement: KSX 2017 – 05, Announced July 14, 2017

All application information is subject to verification and all claimed experience, certifications, training and references will be verified. Applicants invited to interview may be asked to complete a brief skills test.

Salary and Benefits Starting salary JSP-IT Grade 9/1 (\$56,226) to JSP Grade 12/1 (\$72,500), commensurate with experience and qualifications. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. A final offer of employment is subject to an FBI fingerprint check.

Application Information Qualified persons may apply by emailing a letter of interest, resume, and three references, in a single pdf document to KSFPD@fd.org. Open until filled; priority consideration given to applications received by August 4, 2017.

The federal defender organization operates under authority of the Criminal Justice Act, 18 USC §3006A to provide representation in federal criminal matters in the federal courts.

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