

**ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR
FEDERAL DEFENDER'S OFFICE, EASTERN DISTRICT OF MISSOURI**

Position required to provide computer and litigation support services for two law offices, running law practice applications on a Microsoft network. The office operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide services to indigent persons in federal criminal cases.

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 and problem solving and communication skills. This position reports to the Computer Systems Administrator. This position will be based in the Saint Louis, Missouri branch office but will also provide support to the branch office in Cape Girardeau, Missouri.

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

- provide end user support to users including managing workstations, and administering computer hardware and software programs;
- provide technical assistance with network infrastructure, installation and configuration;
- assist with procurement planning; ensure contractor performance; develop and implement an automation plan;
- prepare and update technical and user documentation;
- assist attorneys and staff with case related electronic discovery, automation, and litigation support; provide training and support for litigation software, systems and courtroom presentations;
- maintain and support the telecommunications systems; assist in designing and testing an IT continuity of operations plan;
- provide 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 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. To qualify, applicants must have three years technical experience providing the following support:

- assisting users and providing support services;
- installing and repairing automation hardware and software;
- network administration; and

- working knowledge of the Microsoft Server environment.

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

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.

To apply, a cover letter describing your experience, resume and three references must be received no later than **September 5, 2017** with subject line **ACSA POSITION**, e-mailed to:

Margie_Kyle@fd.org

NO PHONE CALLS ACCEPTED
Only applicants selected for an interview will be contacted.

The Office of the Federal Defender is an Equal Opportunity Employer
Women & Minorities are strongly encouraged to apply.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Position subject to funding.