

**FEDERAL COMMUNITY DEFENDER OFFICE
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

FEDERAL COURT DIVISION - DEFENDER ASSOCIATION OF PHILADELPHIA

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HELEN A. MARINO
FIRST ASSISTANT FEDERAL DEFENDER

JOB ANNOUNCEMENT

ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

(One Position)

Posting Code 600300-17

The Federal Community Defender Office for the Eastern District of Pennsylvania has an opening for an Assistant Computer Systems Administrator (ACSA).

The ACSA provides high level day-to-day support to ensure the proper functioning of office IT-based systems, including but not limited to network, data processing, telecommunications, and office automation. The ACSA provides technical and end-user support, and performs all automation support services necessary for the efficient operation of office systems. The ACSA provides consultation and support to legal staff for methods to use effectively the personal computer and related litigation software in case preparation and presentation. The ACSA also assists in developing and implementing a technology plan including areas, such as security, quality control, procurement, productivity, and cost effectiveness; develops and maintains local technical and user documentation; and makes presentations on automation to office staff members.

The ACSA provides desktop support for Windows 7 and Windows 10 64 bit operating systems, Lotus Notes, Microsoft Office 2010 and 2016, Pulse Secure VPN, Symantec Endpoint Protections (SEP) Version 12.X, WordPerfect, Corel Office X5, and DameWare Remote Support 12.0. The person in this position also provides high caliber network support in an enterprise environment, including switches, routers, ethernet cabling, and TCP/IP diagnostics. In addition, the ACSA assists in deploying and maintaining mobile devices such as iPhones and iPads, and imports, converts, edits, and produces audio/video from various sources, including audio cassette, VHS, DVD, MJPEG, DIVX, XVID, and .MOV format from Apple.

Candidates should possess a minimum four (4) years of experience working with Active Directory to change, add, or delete users; managing service accounts, groups, Windows deployment services, DHCP and DNS; backing up domain controllers (system state/AD

information), and working in a data center environment including racking servers, managing wires, and reviewing hardware/lights for errors.

Candidates should possess a minimum three years (3) experience in the following areas:

- Enterprise environment supporting 10 plus physical servers
- VMWARE VSphere including provisioning servers, high availability, moving servers between physical machines, and backing up (Veam)/Snapshots
- VMWare View VDI Solution
- Network switches including ability to TELNET into a switch, basic trouble shooting, and packet captures using Wire Shark or other software
- Network storage including basic SAN configuration via iSCSI, basic NAS operation and configuration, provisioning space and allocating to Windows servers
- Data backup and restore operations utilizing BackupExec 2015 &2016 software
- Data warehousing

Applicants with a Bachelor's or advanced degree from an accredited college or university with concentration in computer or management information are preferred. Attention to detail, ability to work independently or as part of a team with a strong work ethic are required; must have the ability to learn new skills. Education above the high school level in an accredited institution(s) may be substituted for a portion of the applicants' general and/or specialized experience. The individual must frequently lift and/or move up to 50 pounds.

Interested applicants should submit a cover letter and resume to Barbara McCrowell, Personnel Administrator via email at EmploymentPAE@fd.org or by regular mail to 601 Walnut Street, Suite 540 West, Philadelphia, Pennsylvania 19106. The application process will include testing of technical skills. Candidates will be interviewed on an ongoing basis until the position is filled.

Salary will be based on years of experience consistent with federal guidelines and regulations. Kindly note that the filling of this position will be subject to the funding restrictions and approval of the Administrative Office of the United States Courts.