

Office of the
Federal Public Defender

Districts of Colorado and Wyoming

District of Colorado

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District of Wyoming

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POSITION ANNOUNCEMENT

ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR/LITIGATION SUPPORT

The Office of the Federal Public Defender, Districts of Colorado and Wyoming, seeks a full-time Assistant Computer Systems Administrator (“ACSA”) to serve our Wyoming Branch Office. The office operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide zealous and professional legal representation to persons unable to afford counsel who are charged with criminal offenses in the United States District Courts in Colorado and Wyoming, and the United States Court of Appeals for the Tenth Circuit. This position is stationed in Cheyenne, Wyoming, and requires residence in or near Cheyenne.

Job Description: The ACSA receives technical guidance from the Computer Systems Administrator (“CSA”) and provides assistance to the CSA on all aspects of the administration of an integrated Windows Server network. Responsibilities include, but are not limited to, supporting attorney and legal personnel in the use of technological support tools for the collection, review, analysis, production, and court presentation of case materials; answering routine computer questions; resolving user hardware and software issues; diagnosing and resolving systems and networking problems; assisting in the training of office employees; and maintaining technological equipment. Systems maintenance may occasionally require work at night or weekends.

Requirements and Qualifications: Applicants must be a high school graduate or equivalent and possess 3 years of general experience working in the information technology field and 2 years of specialized experience with computer systems administration and litigation support. Applicants must be knowledgeable in computer hardware and software to include, but not limited to, Laptops, Desktops, Tablets, Windows Operating Systems, Microsoft Office, and Adobe Acrobat. The ability to lift up to 50 pounds, a valid driver’s license, and support-related travel to the court in Casper, Wyoming, is required.

Strong preference is given for applicants with experience in litigation support and the ability to train and communicate with computer users at all levels. Preference will also be given to applicants with experience in the management and analysis of data and data reporting programs, paper documents and electronic media; preparing and conducting electronic courtroom presentations for hearings and/or trials; and knowledge of court rules, local practices, and the Federal Criminal and Civil Rules of Procedure in analyzing litigation support requirements. People skills are essential.

Applicant must be a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Appointment is subject to a satisfactory background investigation including an FBI name and fingerprint check and an IRS tax check.

Salary and Benefits: This is a full-time position with salary commensurate with experience and qualifications. Benefits include health and life insurance, retirement, and Thrift Savings Plan.

How to Apply: Qualified individuals may apply by submitting a letter of interest and resume. Faxed applications will not be considered. Interviews will be conducted in person. Cost of travel must be incurred by the applicant. This position is subject to the availability of funds. Position open until filled. The Federal Public Defender is an equal opportunity employer.

Send application by U.S. mail or e-mail to: Kim W. Bechard, Administrative Officer
Office of the Federal Public Defender
633 17th Street, Ste #1000
Denver CO 80202

Email: employment@cofpd.org (please do not send multiple emails)