

FEDERAL DEFENDER PROGRAM, INC. NORTHERN DISTRICT OF GEORGIA
POSITION ANNOUNCEMENT
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR / LITIGATION SUPPORT SPECIALIST
Atlanta, Georgia

THE FEDERAL DEFENDER PROGRAM, INC. for the Northern District of Georgia is accepting applications for the position of Assistant Computer Systems Administrator/Litigation Support Specialist (ACSA). The Federal Defender Program, Inc. is a Georgia non-profit organization which is fully funded by the Administrative Office of the United States Courts. The office contracts with the Administrative Office of the United States Courts to provide legal representation to indigent persons charged with federal crimes in the Northern District of Georgia. We are not a government agency, and as such, are not government employees.

APPLICATION DEADLINE:

Open until filled.

SALARY/BENEFITS:

Based on experience and qualifications in accordance with guidelines issued by the Defender Services Office. This is a full-time position with benefits including health insurance, paid vacation and retirement plan.

DESCRIPTION OF DUTIES:

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 and resolving user hardware and software issues

POSITION REQUIREMENTS AND QUALIFICATIONS:

Applicant must be a high school graduate or equivalent and possess 2 to 3 years of general experience working in information technology support and litigation support. Applicants must be knowledgeable in computer hardware and software including, but not limited to, laptops, desktops, Tablets, Windows Operating Systems, Microsoft Office, and Adobe Acrobat. Training in legal specific applications such as CaseMap, Trial Director, and Summation will be provided. Applicant must be detail oriented, have strong organizational skills, and be able to set priorities and meet critical deadlines. Applicant must also possess the ability to work in a team environment and communicate effectively both orally and in writing.

Strong preference will be given to applicants with experience in litigation support and the ability to communicate with computer users at all levels. Preference will also be given to applicants with experience in the management and analysis of electronic discovery data in various formats.

APPLICATION PROCEDURES:

All candidates must electronically submit a letter of interest, resume, salary history and three business references in PDF format to the email address below.

Email: FDPGAN_Employment@fd.org Subject Line: ACSA/Litigation Support Specialist

Phone calls will not be accepted regarding this position. Failure to follow these procedures will cause your application to be automatically declined. Only applicants selected for an interview will be contacted. Current and future positions may be filled from this vacancy announcement.

THE FEDERAL DEFENDER PROGRAM, INC IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES
ARE ENCOURAGED TO APPLY.

Position is contingent upon future funding