

## **POSITION ANNOUNCEMENT # 2018-01**

### **Computer Systems Administrator**

The Federal Defenders of the Middle District of Georgia, Inc. (FDMDGA) seeks to hire a full-time Computer Systems Administrator (CSA). FDMDGA has main headquarters in Macon, Georgia and a satellite office in Columbus, GA. FDMDGA provides criminal defense services to indigent persons in federal criminal cases under authority of the Criminal Justice Act, 18 U.S.C. §3006A.

**Position Description:** The CSA will provide administration, technical support, and training for all computer operations of the office. System applications include word processing, case management, financial management, networking, litigation support and telecommunications. The CSA will test and perform upgrades of hardware and software, develop equipment upgrade schedules, and assist with the evaluation and procurement of network hardware, office IT equipment, and software. The CSA will maintain and develop technical and user documentation for all assigned systems and applications, coordinate all IT support services, and ensure integrity and safety of office data. Other critical responsibilities include: providing training, consultation and support to staff attorneys, investigators and paralegals in computer forensics, trial preparation and presentation; and electronic discovery management, including identifying, preserving, processing, and analyzing paper documents and electronically stored information, and use or familiarity with litigation software. Network security responsibilities include developing procedures for user and visitor access, backup routines, disaster recovery, inventory control, and virus and spyware protection. Travel (some overnight) and unusual hours may be required for this job. Self study with the capability to adapt to new technologies is a must.

**Qualifications:** Minimum qualifications for this position are: (1) a Bachelor's degree from an accredited college or university in computers, information management or a related field; (2) two years of specialized experience with PC's and networking in a Windows Active Directory environment with Windows 2012 R2/2016 servers; (3) excellent troubleshooting and communication skills (written and verbal); (4) experience with Microsoft Office, Adobe DC, QuickBooks, Outlook, Symantec Endpoint Protection, Symantec Backup Exec and Hyper-V virtualization platforms. While a Bachelor's degree is preferred, extended specialized experience in these areas may be substituted. A high school degree is a necessity if specialized experience in these areas is substituted for the Bachelor's degree.

**Salary and Benefits:** Salary will be commensurate with experience and qualifications beginning at a range from \$50,598 to \$87,252. The position offers benefits including health, life insurance, dental and vision insurance, and a 401(k) plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**How to Apply:** Electronically submit a letter of interest, resume, and three professional references, to Alesia R. Smith, Administrative Officer, at [Alesia R Smith@fd.org](mailto:Alesia_R_Smith@fd.org). No phone call or email inquiries are permitted. Contact information for the references should be included.

Applications should be submitted no later than August 31, 2018.

**The Federal Defenders of the Middle District of Georgia, Inc.  
Is an Equal Opportunity Employer.**