

FEDERAL PUBLIC DEFENDER

Western District of Tennessee

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POSITION ANNOUNCEMENT 18-09 Assistant Computer Systems Administrator Western District of Tennessee

The Federal Public Defender for the Western District of Tennessee is accepting applications for the position of Assistant Computer Systems Administrator (ACSA) in Memphis. The Federal Public Defender operates under the authority of the Criminal Justice Act (CJA), 18 U.S.C. §3006A to provide defense services for indigent persons in federal criminal cases and related matters in the federal courts.

JOB DESCRIPTION: The Assistant Computer Systems Administrator (ACSA) provides user support services; network and desktop hardware and software installation, testing and training; troubleshooting, maintenance and repair of system and equipment; and litigation support to staff in preparation for trials. Periodic reports of work activities and regular meetings with supervisor are required. Travel to office in Jackson, TN is also required.

REQUIREMENTS AND QUALIFICATIONS: Applicant must be a high school graduate or the equivalent, with strong communication and organizational skills, and possess at least 3 years of general experience and 2 years of specialized experience. Education from an accredited college or university (preferably with a concentration in computer science, management information, information technology or related field) may be substituted for some of the required experience. Must be a United States citizen or eligible to work in the United States. Duties associated with this position require the individual to be able to walk, sit, stand, talk, hear, touch, feel, reach, and frequently to lift and/or move up to 50 pounds. Travel is required, and the ACSA must have a valid Tennessee driver's license.

Experience in the following areas is required: PC hardware and Microsoft Windows desktop. Experience with Cisco Switches, Windows Server 2016 and Windows Server 2008R2, Palo Alto firewalls, NetWorx, MS Office 2013 and 2016 is highly desired.

All application information is subject to verification. All claimed experience, certifications, training and references will be verified. A final offer of employment is subject to a successful background check and investigation, and fingerprint check.

SALARY AND BENEFITS: The salary for the person selected will be commensurate with that person's experience and qualifications. Starting pay ranges from a JSP 9-12, \$50,598 to \$73,375 annually depending on experience. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government benefits,

including health and life insurance, retirement, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds, as well as a one-year probationary period.

HOW TO APPLY: Qualified persons may apply by mailing a letter of interest and résumé to the Office of the Federal Public Defender, Attn: Hiring Committee, 200 Jefferson Avenue, Suite 200, Memphis, TN 38103 no later than August 31, 2018. Applicants selected for interviews must travel at their own expense.

Only those selected for an interview will be contacted. NO PHONE CALLS PLEASE.

The Federal Public Defender Organization is an equal opportunity employer.