

**FEDERAL PUBLIC DEFENDER  
DISTRICT OF OREGON**

**ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR**

The Federal Public Defender for the District of Oregon is accepting applications for an Assistant Computer Systems Administrator, to be based in the Portland office. The position also provides support to branch offices in Eugene and Medford, OR. The Federal Public Defender provides quality defense services in federal criminal cases and related matters in the federal courts.

**JOB SUMMARY:** Provide in person and remote end user support to all FPD staff and clients. Assist in the administration of the office IT infrastructure including all attached devices. The main office, in Portland, includes approximately 70 staff with another 15 staff in the Eugene and Medford branches. The network includes a mix of operating systems including Windows 7/10, Windows Server 2008 r2/2012/2016, Linux, Android, and iOS. We have physical and virtualized machines. Our virtualization platform is VMware vSphere.

**JOB DUTIES:**

- Provide technical support and training for end-users on all devices including Windows desktops, laptops, iPhones, Android phones, iPads etc.
- Take part in periodic maintenance and changes to desktops, laptops, servers, storage and printers. Support and maintain printers and scanners.
- Help end users with video conference equipment setup and connections.
- Must be able to support MS Office 2013/16/19, Adobe Acrobat IX/DC, and a variety of other desktop applications.
- Desktop and laptop imaging and deployment.
- Enterprise antivirus and antimalware support and maintenance (Symantec Endpoint Management and Malware Bytes.)
- Back-up and Recovery monitoring and maintenance.
- Asset and inventory tracking, auditing, and control.
- MDM management for laptops and phones.
- Participates in maintenance of all networked hardware and software.
- Maintains user accounts from creation through deletion in an Active Directory environment.
- Active Directory and Group Policy administration.
- Assist with enterprise level firewall configuration, maintenance, and monitoring.
- Participate in NAS/SAN configuration and maintenance.
- Participates in planning, coordinating, and completing IT infrastructure projects.
- Assists with maintenance, monitoring and configuration of all networking devices, including layer 3 switches, WAN connections, VPN, and Wi-Fi.
- Centralized hardware/firmware and patch management.
- Centralized software deployment.
- Scripting to better automate systems.
- Participates in resource assessment and development.
- Disaster recovery planning.
- Configure and maintain NTFS permissions on SMB shares.
- Develops and maintains local technical and user documentation for all assigned systems.
- Develops, documents and maintains standard operation procedures for installed automation systems.

- Develops and maintains network documentation to include detailed diagrams of the network topology and all significant devices such as routers, switches, VLANs, servers
- Conducts audits and evaluations of automated systems and existing software applications to determine use, performance, response times, adequacy, quality and available capacities.
- May participate in the financial and procurement process of the office as related to IT matters.

**QUALIFICATIONS:**

- 5-8 years experience in help desk and network environment required.
- Ability and desire to work well with a wide variety of end users with differing needs and experience required.
- BS in CS or equivalent preferred. Microsoft, CompTia, Cisco, etc. certifications preferred.
- Ability to troubleshoot and resolve complex problems in networks, computer hardware and computer operating systems in a friendly and efficient manner.
- Strong organization skills, ability to work independently, multi-task effectively and to participate cooperatively as part of a criminal defense team as required.
- Direct experience with Network and Systems Administration within a Windows Server environment preferred.
- Experience with law-office IT and litigation-support tools such as, Trial Director, Magnet AXIOM, Eclipse, and Case Map are highly desirable.

**SPECIAL WORKING CONDITIONS:** Some work outside normal working hours and on weekends for operations and maintenance. Travel to branch offices and training or conferences as required. Individual must also frequently lift and/or move up to 50 pounds.

**Salary and Compensation:** Starting salary commensurate with experience and ranges from the equivalent of GS 11 to GS 12 (\$65,017 to \$101,308 per year).

Compensation also includes federal government employee benefits: paid federal holidays, paid vacation, paid sick leave, health and life insurance, retirement, and the Thrift Savings Plan. This position is "at-will," excepted service, and does not carry the tenure rights of the competitive Civil Service. Salary is paid biweekly, and payable only by direct deposit.

**To Apply:** If you truly enjoy technology, embrace challenges, and want to be part of a dedicated, resourceful, and committed indigent criminal defense team, please e-mail a letter of interest, resume, and three references in a single, .pdf format document to the attention of:

Travis Southworth-Neumeyer, Personnel Administrator

[oregon\\_personnel@fd.org](mailto:oregon_personnel@fd.org)

Subject: ACSA - Portland

Open until filled. All responses will remain confidential. Only candidates in consideration for this position will be contacted.

No phone calls please.

**The Federal Public Defender is an Equal Opportunity Employer.**

Women & Minorities are encouraged to apply.

Hiring is provisional pending the successful completion of a background check and investigation. All education, experience, training and certifications will be verified.