

Office of the  
Federal Public Defender  
Western District of Pennsylvania  
1001 Liberty Avenue, Suite 1500  
Pittsburgh, Pennsylvania 15222

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**COMPUTER SYSTEMS ADMINISTRATOR**  
**OR**  
**ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR**

**VACANCY #:**           **CSA-2020-01**  
**ANNOUNCED:**       **February 18, 2020**  
**CLOSES:**             **March 2, 2020**

The Office of the Federal Public Defender for the Western District of Pennsylvania is seeking applications for a **Computer Systems Administrator (CSA) OR Assistant Computer Systems Administrator (ACSA)** for its Pittsburgh Office. The Office of the Federal Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide legal representation in federal criminal cases and related matters in the federal courts. The CSA/ACSA is primarily responsible for providing end user support, network infrastructure maintenance, and computer security for office.

**Position Description.** The ACSA receives technical guidance from the CSA and provides assistance on all aspects of administration in an integrated Windows Server 2012 R2/2016/2019 network over a WAN/LAN. The CSA/ACSA will assist the legal teams with litigation support. The CSA/ACSA will also be required to travel occasionally to the Erie and Johnstown branch offices, as well as national conferences. The CSA/ACSA must possess a valid driver's license.

**Qualifications.** To qualify for the position of CSA or ACSA, a person must possess a minimum of three years of general Information Technology experience and two years of specialized experience in an IT or related field.

Specialized knowledge, skill and experience in the following areas is **required**:

- Windows Server 2012 R2/2016/2019 support and administration
- Windows 10 desktop, laptop, and tablet computer support and administration
- Demonstrated experience in Hyper-V virtualization administration
- Windows Active Directory administration
- Group Policy Management

- Microsoft Office 2016/Office 365 support and administration
- End user support, training, and help desk
- Specialized knowledge, skill and experience in the following areas is **preferred**:
  - Litigation support software, such as CaseMap, iPro Eclipse and/or TrialDirector
  - Online investigation and research software, such as Westlaw, Lexis, Accurint, and/or X1 Social Discovery
  - Multimedia editing and conversion software, such as Audacity, Goldwave, Camtasia, Handbrake, and/or iMovie
  - Computer forensics concepts and programs
  - Microsoft Access
  - Adobe Acrobat Professional
  - Symantec Endpoint Protection

**Selection Criteria.** Strong preference for applicants with experience training and communicating with end users of all levels. Must possess excellent communication and organizational skills and the ability to work in a team environment. Must be able to lift or carry up to 50 pounds. Education from an accredited college or university with a concentration in computer science or a related field may be substituted for some of the required experience.

**Salary and Benefits.** Federal government benefits apply, including retirement, health and life insurance, the Thrift Savings Plan program and flexible spending accounts. Salary based on qualifications and experience within the starting range of \$ 54,479 - \$ 79,003 for ACSA and \$54,479 - \$93,945 for CSA. Direct deposit of pay required. Employees of the Federal Defender are considered “at-will” employees and are not covered by the Civil Service Reform Act. The selected candidate will be subject to a background check as a condition of employment. Applicants must be a U.S. citizen or a permanent resident in the process of applying for citizenship and eligible to work in the United States.

**How to Apply.** Please submit a single Adobe pdf file that includes a cover letter, resumé and three references to the following email: [paw\\_employment@fd.org](mailto:paw_employment@fd.org), **using the subject line: “CSA-2020-01”**. Applications received after the closing date of March 2, 2020, may not be considered.

This Office is an Equal Opportunity Employer.

Women and minorities are encouraged to apply.

Only one of these positions will be filled and hiring is dependent upon availability of funding.

Only those candidates selected for an interview will be contacted.

**No telephone calls, please.**