

**ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR
FEDERAL DEFENDER'S OFFICE, EASTERN DISTRICT OF MISSOURI**

Position required to provide computer and litigation support services for two law offices, running law practice applications on a Microsoft network. The office operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide services to indigent persons in federal criminal cases.

RESPONSIBILITIES:

- Provide support for networked PC-based systems; install and update software; analyze and correct system failures; perform preventative maintenance; supervise backups; assist in automation procurement; provide training and user support; ensure contractor performance.
- Assist in developing and implementing an automation plan; maintain technical and user documentation; assist in designing and testing an IT continuity of operations plan; provide technical solutions to issues of administrative staff.
- Provide training and support for litigation software, systems and courtroom presentations.
- Provide day-to-day administration, maintenance, operation, training and support of all PC-based data processing, office automation and automation related case support.

REQUIREMENTS:

- High school graduate or equivalent (Bachelor's or advanced degree from an accredited school with concentration in automation technology desired but not required).
- Strong communication and organization skills.
- Three years of specialized IT experience with emphasis in user support and training. (Experience within the legal field is highly desirable but not required).
- Experience with WINDOWS family, WINDOWS SERVER, WORD PERFECT and LOTUS NOTES. (Experience with SUMMATION, TRIAL DIRECTOR and other case management software is a plus but not required).
- Travel to branch office in Cape Girardeau, Missouri.
- Able to take direction from the Computer Systems Administrator and abide by national and local program standards and guidelines.

This is a full-time position with federal salary and benefits based on qualification and experience. This position is subject to mandatory electronic transfer (direct deposit) participation for payment of net pay.

To apply, send cover letter describing your experience, resume and three references no later than **February 26, 2010** to:

John Dittman, Computer Systems Administrator
1010 Market Street, Suite 200
Saint Louis, Missouri 63101

or

by electronic mail to: John_Dittman@fd.org

NO PHONE CALLS OR FAXES

**Current and future positions may be filled from this vacancy announcement.
The Office of the Federal Defender is an Equal Opportunity Employer
Women & Minorities are encouraged to apply.
Position subject to funding and background check.**