

FEDERAL PUBLIC DEFENDER
District of New Jersey

POSITION ANNOUNCEMENT
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

The Federal Public Defender is accepting applications for the position of Assistant Computer Systems Administrator in the Newark office. The Federal Public Defender, a branch of the United States Courts, operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal 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 systems and equipment; and provides litigation support to staff in preparation for trials. This position assists the Computer Systems Administrator.

REQUIREMENTS AND QUALIFICATIONS: The successful applicant will demonstrate a comprehensive knowledge of computer administration principles, practices, methods and techniques as well as the ability to communicate orally and in writing. Applicants must be a high school graduate or equivalent, possess at least three years general experience and one year of specialized experience. Education from an accredited college or university preferably with a concentration in computer science, management information systems or related field may be substituted for some of the required experience. Must be a US 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 and reach and to frequently lift and/or move up to 50 pounds. Travel is required and the ACSA must have a valid driver's license.

Experience in the following areas is required: PC hardware, Microsoft Windows operating system technologies and networking. Preferred experience with Novell Netware 6.5 and Windows Server 2005, WordPerfect, and Microsoft Office highly desired. All application information is subject to verification and all claimed experience, certifications, training and references will be verified. A final offer of employment is subject to an FBI background check, periodic re-investigations, and retention depends upon a favorable suitability determination.

SALARY: Commensurate with experience. Full federal benefits.

SUBMIT RESUME, REFERENCES AND A COVER LETTER TO: Richard Coughlin,
Federal Public Defender, District of New Jersey, 1002 Broad Street, Newark, NJ 07102
Electronic submissions will not be accepted. All applications must be received in our office no later than February 18, 2010.

*The Federal Public Defender is an equal-opportunity employer.
Positions are subject to funding availability.*