

**FEDERAL DEFENDERS**  
**MIDDLE DISTRICT OF ALABAMA**  
**FEDERAL DEFENDER PROGRAM, INC.**  
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CHRISTINE A. FREEMAN  
Executive Director

**POSITION ANNOUNCEMENT**  
**Computer Systems Administrator**

The Middle District of Alabama Federal Defender Program, Inc., is an Alabama non-profit organization which is funded by the Administrative Office of the United States Courts. We are not a Government agency and are not government employees. This organization contracts with the Administrative Office of the United States Courts, to provide legal representation to indigent persons charged with federal crimes in the Middle District of Alabama and to provide representation in federal court to persons challenging their state convictions, including capital sentences.

The **Computer Systems Administrator** ("CSA") provides administration, technical and user support, as well as training for all computer operations of this organization. The CSA operates under the direct supervision of and in consultation with the Executive Director and First Assistant and is required to be in daily, close communication with all staff. System applications include word processing, case management, financial management, networking, litigation support and data communication functions.

Duties of the CSA include the following:

- Training and support for data processing, office automation, networking and data communication processes;
- Routine upgrades of hardware and software, including developing and maintaining equipment and upgrade schedules; and assisting with the evaluation, recommendation, and procurement of network hardware, office automation equipment, and related software;
- Providing technical and end-user support for all systems and for performing or coordinating all automation support services necessary for the successful operation of all systems, including troubleshooting and performing preventative maintenance; diagnosing user issues; training and providing support to users in designated PC software; and meeting with users to identify needs and determine impact of proposed changes to network hardware and software;
- Network security responsibilities, including developing procedures for user and visitor access, backup routines, disaster recovery, inventory control, and anti-virus and spyware protection measures;
- Handling delivery and installation of all equipment, as well as receiving, installing and testing new and updated software releases;
- Maintaining database accounts and passwords and monitoring security protocol;
- Consulting with the Administrative Office of the United States Courts and other CSAs in the federal defender community to isolate, analyze and correct system faults;
- Restoring and reconstructing damaged databases;
- Monitoring systemwide operations;
- Developing and maintaining technical documentation for all assigned systems

operations, and instruction manuals for the end-users;

- Providing litigation support to staff attorneys, investigators and paralegals in trial preparation and presentation;
- Assisting in training programs locally and nationally.

Minimum qualifications for the CSA position include a high school diploma or the equivalent; a minimum of five years of specialized experience with PC's and networking, in a Windows 2008 server environment; excellent troubleshooting and communication skills, both written and verbal; extensive experience in supporting Windows Desktops; possession of a valid driver's license, a reliable automobile and vehicle liability insurance; and the ability to work flexible hours and travel overnight is required. The duties associated with this position require the individual to be able to walk, sit, stand, talk, hear, touch, feel and reach. The individual must also frequently lift and/or move up to 50 pounds.

A bachelors or advanced degree from an accredited college or university in computers, information technology management, or a related field is preferred. Any prior experience with migration of Novell to Windows Server is highly preferred. Applicants must be United States citizens or eligible to work in the United States.

Employees of this program may not engage in other full-time employment or litigation assistance for hire. Salary for this position depends on experience. This office provides excellent benefits.

To apply, send a letter describing your interest in the position and a resume to: Christine A. Freeman, Executive Director, Office of the Federal Defender for the Middle District of Alabama, 817 S. Court Street, Montgomery, Alabama 36104. Do not telephone regarding the position.

Hiring is dependent on the appropriation of funding and consultation with the funding provider. This program is an Equal Opportunity Employer and welcomes applications from all qualified people, regardless of age, sex, race, national origin, ethnicity, sexual orientation, religion or disability.