

POSITION ANNOUNCEMENT 16-18
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR
Office of the Federal Public Defender
Western District of Texas (**SAN ANTONIO**)

THE FEDERAL PUBLIC DEFENDER for the Western District of Texas is accepting applications for the position of Assistant Computer Systems Administrator (ACSA), to be stationed in the San Antonio office. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

Requirements. To qualify for the ACSA position, a person must have a bachelor's degree from an accredited college or university, preferably with a concentration in computer or management-information science or a related field; and have at least three years of general experience, which provided a working knowledge of automated systems; and two years of specialized experience, and comprehensive knowledge of computer systems administration principles, practices, methods and techniques. The candidate will have a demonstrated proficiency in mastering and applying new technical skills and concepts, the ability to quickly diagnose and respond to system difficulties, strong client-service orientation, and excellent communication skills. Notwithstanding any educational substitution, however, specialized knowledge and experience in the following areas is required:

- Windows Server 2008 R2/2012 R2 and Windows 7/8.1 desktop, laptop and tablet computers, with demonstrated experience in systems administration, including Hyper-V virtualization;
- SharePoint 2013, with collaboration and business process experience;
- Windows Active Directory, with server administration; security and upgrade experience;
- Microsoft Office 2013

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

- SQL 2012 administration and maintenance;
- Juniper Firewalls administration;
- Wireless Network administration and security;
- IBM Lotus Notes

Duties. The ACSA assists in administering the day-to-day operation and support of an integrated Windows network over a WAN. The ACSA installs and updates software; performs preventive maintenance, and analyzes and corrects system failures. The ACSA assists the Computer Systems Administrator (CSA) in training users and in providing support to users, including one-on-one support to resolve user hardware, software, or other system problems. The ACSA assists attorneys and support staff with preparation for trials using applications such as graphics programs, presentation graphics, and other litigation-support tools. With the CSA, the ACSA will anticipate and plan for new technological needs. The ACSA will also perform other duties, as assigned. The ability to lift 50 pounds, and frequent travel, including overnight travel, is required. Employment is subject to a satisfactory background investigation, including, but not limited to an FBI name and fingerprint check.

Salary and Benefits. The salary for the person selected will be commensurate with that person's experience and qualifications, within a range of \$55,670 (JSP-9, Step 1) to \$82,848 (JSP-12, Step 6). The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employment benefits, including health and life insurance, retirement, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Persons may apply by forwarding a letter of interest (mentioning announcement number 16-18) and résumé to Maureen Scott Franco, Federal Public Defender, Western District of Texas, 727 E. César E. Chávez Boulevard, Suite B-207, San Antonio, Texas 78206-1278. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Personnel Administrator, Victoria B. Longoria, at (210) 472-6700. Position announced July 26, 2016, subject to the availability of funds; open until filled.

The Federal Public Defender is an equal-opportunity employer.