

Position Announcement
COMPUTER SYSTEMS ADMINISTRATOR

Office of the Federal Public Defender
Northern & Southern Districts of Mississippi (Jackson office)

THE FEDERAL PUBLIC DEFENDER, Northern & Southern Districts of Mississippi, is accepting applications for the position of computer systems administrator to be stationed in the Jackson 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 this position, a person must have a high school diploma or the equivalent; BS or CS equivalent preferred. At least five years specialized experience in computer system administration for Windows Servers and experience with automated litigation support tools is required. Also requires experience with forensic software and related technologies, ability to troubleshoot complex problems in computer networks, computer hardware, computer operation system configuration, and operation. Applicants need the ability and desire to work well with a wide variety of end users with differing needs and experiences as well as strong organization skills, the ability to work independently, and multi-task effectively. Applicants must be U.S. citizens. Appointment is subject to a satisfactory background investigation.

Duties. This position is responsible for computer systems and network administration, systems security, hardware maintenance, and operations support for employing Windows desktops, Windows servers, Lotus Notes, Symantec Endpoint Protection, Microsoft Office, Corel, WordPerfect, Network Backup and VMWare or Hyper-V virtualization platforms as well as Windows System Center. Network security responsibilities include maintaining firewalls, developing procedures for user access, backup routines, disaster recovery, inventory control and virus/spyware/malware protection measures. Position also maintains network hardware, copiers, presentation equipment, and phone systems in all office locations. Some work outside normal working hours and on weekends for operations and maintenance is required. Occasional travel to provide services at the branch offices in Oxford and Gulfport as needed. Individual must also frequently lift and/or move up to 50 pounds.

Selection Criteria. Strong preference for applicants with experience in litigation support and the ability to train and communicate with computer users at all levels. Preference will also be given to applicants with experience in the management and analysis of data and data reporting programs, paper documents and electronic media; preparing and conducting electronic courtroom presentations for hearings and/or trials; and knowledge of court rules, local practices, and the Federal Criminal and Civil Rules of Procedure in analyzing litigation support requirements. People skills are essential.

Salary and Benefits. Starting salary will be commensurate with experience and qualifications of the applicant, within a range from \$48,968. to \$84,443. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include the same benefits as other federal government employees including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by emailing a letter of interest and résumé to this email address: dean_applegate@fd.org or mail to the following address:

Federal Public Defender
Attn: Dean Applegate, Administrative Officer
200 South Lamar Street, Suite 200-N
Jackson, MS 39201

Position Announced August 23, 2016 - Open Until Filled
The Federal Public Defender is an equal opportunity employer

