

POSITION ANNOUNCEMENT # 2018-01
Computer Systems Administrator

The Office of the Federal Public Defender for the District of Vermont seeks to hire a full-time Computer Systems Administrator (CSA) in our Burlington, Vermont office. The Office provides defense services to indigent persons in federal criminal cases under authority of the Criminal Justice Act, 18 U.S.C. §3006A.

Position Description: The CSA will provide administration, technical support, and training for all computer operations of the office. System applications include word processing, case management, financial management, networking, litigation support and telecommunications. The CSA will test and perform upgrades of hardware and software, develop equipment upgrade schedules, and assist with the evaluation and procurement of network hardware, office IT equipment, and software. The CSA will maintain technical and user documentation for all assigned systems and applications, coordinate all IT support services, and ensure integrity and safety of office data. Related responsibilities include: providing consultation and support to staff attorneys, investigators and paralegals in computer forensics, trial preparation and presentation; and electronic discovery management, including identifying, preserving, processing, and analyzing paper documents and electronically stored information. Network security responsibilities include developing procedures for user and visitor access, backup routines, disaster recovery, inventory control, and virus and spyware protection.

Qualifications: Minimum qualifications for this position are: (1) a Bachelor's degree from an accredited college or university in computers, information management or a related field; (2) two years of specialized experience with PC's and networking in a Windows Active Directory environment with Windows 7 and Windows 2008/2008 R2 servers; (3) excellent troubleshooting and communication skills (written and verbal); (4) experience with Microsoft Office, WordPerfect, Lotus Notes, Symantec Endpoint Protection, Symantec Backup Exec and VMWare or Hyper-V virtualization platforms.

Salary and Benefits: Salary will be commensurate with experience and qualifications within a range from \$50,598 to \$87,252. The position offers benefits including health and life insurance. Salary is payable only by Electronic Funds Transfer (direct deposit). The successful candidate will be subject to an FBI background check as a condition of employment. (This position is in the excepted service and does not carry the tenure rights of the competitive civil service.)

How to Apply: Electronically submit a letter of interest, resume, and three professional references, to Kristen Bures, Administrative Officer, at Kristen_Bures@fd.org. Contact information for the references should be included.

This vacancy is open until filled.

**The Office of the Federal Public Defender for the District of Vermont
Is an Equal Opportunity Employer.**