

**FEDERAL PUBLIC DEFENDER
DISTRICT OF OREGON**

COMPUTER SYSTEMS ADMINISTRATOR/ASSISTANT CSA

The Federal Public Defender for the District of Oregon is accepting applications for a Computer Systems Administrator or Assistant Computer Systems Administrator, depending on experience and office composition, to be based in the Portland office. The position also provides support to branch offices located in Eugene and Medford, OR. The Federal Public Defender provides quality defense services in federal criminal cases and related matters in the federal courts.

JOB SUMMARY: Administer all aspects of the office network including all attached devices. The main office, in Portland, includes approximately 70 staff with another 15 staff in the two branches in Eugene and Medford. The network includes a mix of Windows Server 2008 r2/2012/2016 servers some of which are virtualized (VMware). Must be highly conversant with Active Directory and it's interaction with Windows 7/10 workstations.

Ensuring the integrity and safety of office data is a network security responsibility which currently includes system and data backup, Meraki/Palo Alto firewall administration, general disaster recovery, antivirus software management (SEP), and inventory control.

Network documentation must be kept current and should include detailed diagrams of the network topology and all significant devices such as routers, switches, VLANs, servers, storage and backup systems, wifi access points as well as the admin names and passwords to administer those devices.

JOB DUTIES: Maintains all networked hardware and software. Develops and maintains local technical and user documentation for all assigned systems. Develops, documents and maintains standard operation procedures for installed automation systems. Conducts audits and evaluations of automated systems and existing software applications to determine use, performance, response times, adequacy, quality and available capacities. Participates in resource assessment and development. May participate in the financial and procurement process of the office as related to IT matters. Provide user training and support as needed. May directly supervise other IT employees.

QUALIFICATIONS: BS, CS or equivalent preferred. MS Certified System Engineer certified preferred. At least five years specialized experience as a Network and Systems Administrator with Windows Server environment. Experience with law-office IT and litigation-support tools are highly desirable. VMWare virtualization, block storage (SAN) and replication, Cisco/Juniper/Meraki networking, systems monitoring (Nagios, Manage Engine, NetWrix), machine imaging, patch management, and application deployment experience required. Must be able to support MS Office 2013/16/19, Adobe Acrobat IX/DC, and a variety of other desktop applications. Must also be able to provide support for litigation support applications, Trial Director, Magnet AXIOM, Eclipse, and Case Map, preferred.

Ability to troubleshoot and resolve complex problems in networks, computer hardware and computer operating systems. Ability and desire to work well with a wide variety of end users with differing needs and experience. Strong organization skills, ability to work independently,

multi-task effectively and to participate cooperatively as part of a criminal defense team as required.

All education, experience, training and certifications will be verified.

SPECIAL WORKING CONDITIONS: Some work outside normal working hours and on weekends for operations and maintenance. Travel to branch offices and training or conferences as required. Individual must also frequently lift and/or move up to 50 pounds.

Salary and Compensation: Starting salary commensurate with experience and ranges from the equivalent of GS 11 to GS 14 (\$65,017 to \$109,505 per year). Compensation also includes federal government employee benefits: paid federal holidays, paid vacation, paid sick leave, health and life insurance, retirement, and the Thrift Savings Plan. This position is "at-will," excepted service, and does not carry the tenure rights of the competitive Civil Service. Salary is paid biweekly, and payable only by direct deposit.

To Apply: If you truly enjoy technology, embrace challenges, and want to be part of a dedicated, resourceful, and committed indigent criminal defense team, please e-mail a letter of interest, resume, and three references in a single, .pdf format document to the attention of:

Travis Southworth-Neumeyer, Personnel Administrator

oregon_personnel@fd.org

Subject: CSA/ACSA - Portland

Open until filled. All responses will remain confidential. Only candidates in consideration for this position will be contacted.

No phone calls please.

The Federal Public Defender is an Equal Opportunity Employer.

Women & Minorities are encouraged to apply.

Hiring is provisional pending the successful completion of a background check and investigation.