



**POSITION ANNOUNCEMENT 2021-05
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR (ACSA)**

The Office of the Federal Public Defender for the Eastern District of Arkansas is accepting applications for an Assistant Computer Systems Administrator (ACSA). The Federal Public Defender office provides defense services to indigent clients in federal criminal cases and operates under the authority of the Criminal Justice Act, 18 U.S.C. §3006A.

Position Description: The ACSA provides high level day-to-day support to ensure the proper functioning of office IT-based systems, including but not limited to network, data processing, telecommunications, and office automation. The ACSA provides technical and end-user support and performs all automation support services necessary for efficiently operating office networks and computer systems. The ACSA also assists in developing and implementing a technology plan including areas such as security, quality control, procurement, productivity, and cost effectiveness, and also develops and maintains local technical and user documentation.

Qualifications: To qualify for an Assistant Computer Systems Administrator (ACSA), a person must be a high school graduate or equivalent and have at least three years of general experience; two years of specialized experience with comprehensive knowledge of computer systems administration principles, practices, methods and techniques, and skill and judgement in the analysis of systems related issues. The duties associated with this position require the individual to be able to walk, sit, stand, talk, hear, touch, feel and reach. In addition, the individual must frequently lift/move up to 50 pounds. Appointment is subject to a satisfactory background investigation and retention depends upon a favorably suitability determination. U. S. citizenship is required.

Salary and Benefits The salary is commensurate with qualifications and experience. The position includes federal government employee benefits including health and life insurance, retirement, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). The position is “at will” employment, excepted service and does not carry the tenured rights of the competitive civil service.

How to Apply: Qualified persons may apply by fully completing the ACSA application available at <http://are.fd.org>, and submitting to Caletta_Jones@fd.org. Open until filled but preference will be given to applications received by July 31, 2021.

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NO PHONE CALLS/EMAILS PLEASE
OPEN UNTIL FILLED**