



**Office of the Federal Defender  
Middle District of Florida  
Alec Fitzgerald Hall, Esq.  
Federal Defender**

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**Vacancy Announcement #2024-013**

**Position Title: Assistant Computer Systems Administrator (ACSA)**

**Duty Station: Fort Myers, Florida**

**Posting: April 19, 2024**

**Closing: Open until filled**

**Permanent Full-Time**

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The Federal Defender's Office for the Middle District of Florida is accepting applications for a full-time Assistant Computer Systems Administrator (ACSA) in the Fort Myers office.

**Job Description:** The Florida Middle Information Technology Services (ITS) department is committed to partnering with attorneys and staff to conquer the complexities of information technology services and deliver an innovative, reliable, and secure technology environment that empowers the practice of law. We accomplish this by focusing on the core values of collaboration, innovation, quality, and transparency. The ACSA is expected to embrace these values, model them to users, and to assist the Director of IT and Computer Systems Administrator in accomplishing our mission. The ITS department is responsible for administration, technical end-user support, as well as training for all computer operations of the Federal Defender's office. The ACSA is expected to excel at these responsibilities.

**Core Responsibilities:**

- Assist discovery coordinator with receiving, processing, organizing, indexing, OCRing, and formatting discovery to assist the litigation team in using the material for case preparation and trial. Provides support for and problem resolution for all discovery related issues and software applications.
- Assists paralegals and attorneys with the production of discovery to clients, experts, and others as necessary.
- Provide technical support to all staff and have excellent customer service skills.
- Performs training and user support activities such as initial and on-going training programs for staff and users; instructs on new software releases, including locally developed modifications and enhancements; responds to user questions and difficulties and resolving problems.
- Work with litigation teams to develop and recommend appropriate strategies to meet the litigation needs of each individual case and determine specific requirements for discovery and third-party evidence collection, review, analysis, production, and presentation of case materials.

- Support litigation teams in the use of technological litigation support tools for the collection, review, analysis, production, and presentation of case materials.
- Must be able to work independently, propose solutions, and be up to date on emerging technologies and the potential effectiveness of these advancements in our office's current system.
- Performs all other duties as assigned.

**Other Responsibilities May Include:**

- Assists in procurement of office automation equipment, conducts site surveys preparatory for installation of computer equipment, computer networks, and associated data communications facilities. Arranges appropriate schedule for delivery and installation of equipment associated data communications facilities.
- Performs or monitors systems operations and maintenance activities to ensure the daily operation of assigned system(s), to include preventive maintenance on computers, peripherals, and associated data communications equipment, monitoring hardware maintenance performance, and in-house routine housekeeping functions.
- Assists in determining manual processes to be automated, performing the requisite systems analysis, and conducting feasibility studies to determine potential use of existing or proposed automated systems.
- Assists in the execution of IT-based system implementation plans (software analysis, design, development, system implementation, and documentation; prototype testing; training of staff; development and implementation of equipment and database security and operating procedures) in support of automation operations, including data processing applications, office automation, and data communications, as assigned.
- Develops and maintains technical documentation, user documentation, and standard operating procedures for all assigned systems.
- Participates in audits and evaluations of automated systems and existing software applications in assigned subject areas to determine use, performance, response times, adequacy, quality, and available capacities. Identifies, analyzes, and corrects problems; makes modifications.

**Requirements:** To qualify for the position of ACSA candidates must have at least a high school diploma or equivalent, and a minimum of three years of general experience. A high level of Windows computer skills and proficiency in MS Office (Word, Excel, and PowerPoint), Windows file system, knowledge of various file formats, audio and video file editing/conversion and text file editing is required. Experience with Adobe Acrobat Pro and litigation support software, e.g., EverLaw, CaseMap, Trial Director, Eclipse or their equivalents is preferred. Experience with other law office IT, litigation support software applications and computer forensics is highly desirable. Applicant must be detail oriented, have strong organizational skills, be able to set priorities and meet critical deadlines, and have excellent troubleshooting and communication skills (written and verbal). Applicant must also possess the ability to work in a team

environment. All applicants will need to be available to work Monday through Friday from 8:00 a.m.- 6:00 p.m., and available to work on nights, weekends, and before or after business hours as needed.

Other skills that could identify a standout candidate would be an understanding of VLANS, DHCP, DNS, switching and basic routing. Also, experience managing Windows Active Directory, including managing user access to resources via Group Policy, experience with NAS appliances, direct attached SAS storage and iSCSI is a plus. Consideration will be given to applicants who have experience with Windows Server, enterprise antivirus systems, Veeam Enterprise Backup, Hyper-V, Cisco switches, or forensics platforms.

**Salary:** The starting salary for an ASCA falls within a range of **\$46,752** (Grade 5, Step 1) to **\$113,047** (Grade 12, Step 10) per annum. The salary of the successful applicant will be commensurate with the person's qualifications and experience. This is a full-time position with federal government employment benefits, including health and life insurance, retirement, and Thrift Saving Plan. Salary is payable only by Electronic Funds transfer (direct deposit).

**How to Apply:** Qualified persons may apply by submitting a **letter of interest, resume and three professional references in a single Adobe PDF format**. An email confirming receipt of the PDF will be sent to all applicants. **Submissions that are incomplete or fail to follow the instructions above will not be considered.**

Please send your submission to attention:  
**Office of the Federal Defender, Middle District of Florida**  
**Evelyn Langston, Human Resources Manager**  
[FLM\\_HumanResources@fd.org](mailto:FLM_HumanResources@fd.org)

Only those selected for interview will receive further communication.

**Conditions of Employment:** Applicants must be U.S. citizens or eligible to work in and for the United States. Appointment to this position is contingent upon successful completion of an FBI name and fingerprint check. Employees of the Federal Defender are members of the judicial branch of government. They are considered "at-will" and can be terminated with or without cause. Employees are considered at-will and are not covered by the Civil Service Reform Act.

**Commitment to Diversity, Equity, & Inclusion:** Our office values diversity, is committed to equity and inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. We seek a candidate who shares this belief and commitment. We embrace the unique contributions our employees can bring to the FDO because of their backgrounds, social identities, and lived experiences. We especially encourage applications from members of the BIPOC community, people who have been affected by the criminal legal system, and people from other underrepresented and historically marginalized groups. We are interested in applicants' talent, intelligence, dedication, and persistence, and desire to see that all people are treated fairly and respectfully – no matter the allegation or circumstance.

**Prior to employment, all applicants are required to be fully vaccinated or have received the first dose in a two-dose vaccine against COVID-19. Those applicants who have only received the first dose in a two-dose vaccine are required to receive the second dose and be fully vaccinated no later than five weeks after the start of employment.**

**The FDO provides reasonable accommodations to applicants with disabilities. The decision on**

**granting reasonable accommodations will be made on a case-by-case basis.**

The Federal Defender's Office (FDO) is a branch of the U.S. Courts, an Equal Opportunity Employer, and operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. We provide equal opportunity for all qualified people who desire to use their skills and abilities in our workplace on behalf of our clients, regardless of gender, sexual orientation, race, ethnicity, national origin, religion, or disability. This Office is committed to a diverse staff.

*The Federal Defender is an equal opportunity employer.  
Members of the BIPOC Community are encouraged to apply.*