

OFFICE OF THE FEDERAL PUBLIC DEFENDER MIDDLE DISTRICT OF TENNESSEE

Vacancy Announcement Assistant Computer Systems Administrator / Litigation Support Specialist

Office of the Federal Public Defender, 810 Broadway, #200, Nashville, Tennessee

Open until filled, with preference given to applicants who apply by May 17, 2024

Position No. 2024-08

The Federal Public Defender for the Middle District of Tennessee is accepting applications for a full-time Assistant Computer Systems Administrator / Litigation Support Specialist (ACSA/LSS). The IT Department, consisting of two staff members, supports approximately 50 staff. The Federal Public Defender's office operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A to provide legal representation in federal criminal matters in the federal courts. Our attorneys are zealous advocates, devoted to the defense of the indigent and enforcing the Bill of Rights.

We welcome applications from IT professionals who may be new to federal litigation. This position will receive training and support, both from within the office and from our National Litigation Support team.



JOB DUTIES: The ACSA/LSS will be responsible for routine user support services, including but not limited to installation and support for specialized software; training staff in the use of Courtroom technology; resolving hardware, software, discovery management, and discovery related issues, including e-discovery and discovery management strategies; and providing direct Courtroom support for trials including complex, multi-defendant cases. Discovery could arrive in varied formats ranging from native, database ready with load files, multimedia, and proprietary formats to unstructured, scanned PDF files.

In addition to providing IT user support, discovery management, and litigation support, the ACSA/LSS will also perform tasks such as:

- Assisting in planning and implementing office wide training programs in the areas of automated systems and the use of application software, and providing follow-up instructions to users as needed.
- Assisting in installation and testing of new and updated software releases, including locally developed modifications and enhancements, and giving users instruction on new releases.
- Answering user questions and assisting users experiencing difficulties with the use of litigation software and hardware, with general technology questions, and with resolving these issues.
- Working with staff and outside vendors in using industry standard e-discovery review databases.
- Keeping current with changes in technology and digital evidence that impact federal criminal cases.
- Assisting staff with matters for trial preparation using PC-based automation applications such as trial presentation software, databases, audio/video software and tools for audio/video graphics, spreadsheets, text editing, and presentation graphics.
- Other duties as assigned.

SPECIAL WORKING CONDITIONS: Work is generally performed in an office environment. Work outside normal business hours and on weekends is occasionally required. Travel is occasionally required. Our preferred applicant will have a valid driver's license, insurance, and the ability to operate a personal vehicle for business purposes (mileage is reimbursable), and be able to occasionally lift and move up to 50 pounds.

QUALIFICATIONS: The qualified candidate must be a high school graduate or the equivalent with four years of general information technology experience (a skills test will be administered.) Post-secondary education in computer science and/or the legal field is preferred. The individual must have a general understanding of office confidentiality issues, such as attorney/client privilege. This person must have a fundamental understanding of Windows, Mac, iOS, and Android operating systems. Applicants must be proficient in working with databases and ingesting load files, tagging, and exporting content. Applicants must also be proficient with Office365 applications, Adobe Acrobat, and dtSearch. Certifications in forensic tools is a plus, but is not required. The ACSA/LSS will report to and receive technical guidance from the Computer Systems Administrator and Assistant Computer Systems Administrator.

SELECTION CRITERIA: Candidates must have a demonstrated commitment to the field of information technology, have excellent customer service skills, have strong oral and written communication skills, be able to work independently and on a collaborative team, be flexible, detailed, and take initiative.

CONDITIONS OF EMPLOYMENT: The selected candidate will have a comprehensive background check or investigation, including an F.B.I. name and fingerprint check, and subsequent favorable suitability determination for employment. Employees of the Federal Public Defender's Office are in the excepted service, are considered "at-will" employees, and are not covered by the Civil Service Reform Act. In line with current appropriations law, applicants must be United States citizens or permanent residents seeking citizenship as described here: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.

SALARY AND COMPENSATION: Starting salary is commensurate with experience and ranges from JSP 9 to JSP 12 (\$59,966 - \$113,047). Salary is payable only by direct deposit. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Please see <https://www.uscourts.gov/careers/benefits> for more information about benefits.

TO APPLY: If you truly enjoy technology, embrace challenges, and want to be part of a dedicated, resourceful, and committed criminal defense team, please e-mail a letter of interest, resume, and three references in one combined pdf document with the subject line **ACSA/LSS** and email to TNM_HR@fd.org. Applicants not complying with instructions may not be considered.

Applications will be reviewed and considered as submitted and we reserve the right to close the posting at any time. This position is open until filled with preference given to resumes received by May 17, 2024. No phone calls, please.

The Office of the Federal Public Defender for the Middle District of Tennessee is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.

