



**FEDERAL PUBLIC
DEFENDER**
MIDDLE DISTRICT OF PENNSYLVANIA

**POSITION ANNOUNCEMENT
COMPUTER SYSTEMS ADMINISTRATOR**

The Federal Public Defender for the Middle District of Pennsylvania is accepting applications for the position of Computer Systems Administrator in its Harrisburg office. The Federal Public Defender's Office (FPD) provides the highest quality legal services in the federal courts to those unable to afford private counsel. Applicants must be committed to equal justice under the law and zealous legal representation of clients who are indigent criminal defendants.

JOB DESCRIPTION: The Computer Systems Administrator (CSA) will report directly to the Federal Public Defender, and will work with the Assistant Computer Systems Administrator in supporting the day-to-day Information Technology (IT) operations for all three office locations: Harrisburg, Scranton and Williamsport. The CSA will be responsible for supporting an integrated Windows network over a Wide Area Network. This includes hardware maintenance, operations support for Windows desktops, Windows servers, Cisco-Meraki Switches, and Synology Storage Systems. The CSA will maintain and develop technical and user documentation for all assigned systems and applications and ensures integrity and safety of office data. The CSA will assist in the development and execution of IT-based system implementation plans, such as software analysis, design, development, training of staff, and the development and implementation of operating procedures. The CSA will provide expert technical support to all staff while practicing excellent customer service skills. The CSA may be required to assist in other areas that could include litigation and technology support to staff.

REQUIREMENTS AND QUALIFICATIONS: The most important qualification for any position in our office is a strong passion for helping those in need and a demonstrated willingness and ability to work collaboratively in a team environment dedicated to that goal.

For this specific position, the applicant should have the following:

- The ability to be detail-oriented with the motivation for continual improvement and the ability to collaborate effectively within a team.
- The ability to maintain technical competency by reading, analyzing, and interpreting common technical journals and documents.
- High level of business skills, strategic agility, ability to develop others, and influence outcomes.
- Excellent interpersonal, written, and oral communication skills, especially communicating with different groups of people, from end users with little technical knowledge to senior IT staff.
- Experience with Window Server administration, network device configuration and troubleshooting problems of a complex technical nature.

The ability to lift 50 pounds and occasional travel, including overnight travel, is required. A candidate must have a general understanding of office confidentiality issues, such as attorney/client privileges.

EXPERIENCE & EDUCATION: To qualify for the Computer Systems Administrator (CSA) position, a person must be a high school graduate or equivalent, and have at least three years of general experience and five years of specialized experience with network and server administration principles, practices, methods, and techniques.

SALARY & BENEFITS: The salary of the successful applicant will be commensurate with the person's qualifications and years of experience. The starting annual salary for this position falls within a range under the Judicial Salary Plan from \$61,136 (Grade 9, Step 1) to \$137,059 (Grade 13, Step 10). Salary is payable only by Electronic Funds Transfer (direct deposit). The position offers federal employment benefits, including paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan, and participation in the Thrift Savings Plan (similar to a 401k).

CONDITIONS OF EMPLOYMENT: The Federal Public Defender, a branch of the U.S. Courts, operates under the authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts. All application information is subject to verification. Appointment to the position is contingent upon a background investigation including an FBI fingerprint check. A reliable vehicle and a valid driver's license are required, as some local travel will be necessary. 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.

HOW TO APPLY: Qualified applicants should submit a letter of interest, resume, and three professional references, in **ONE** pdf to: marc_dufresne@fd.org. Applications for this position will be accepted until May 10th, 2024.

The Federal Public Defender for the Middle District of Pennsylvania
is an equal opportunity employer.
Women and minorities are strongly encouraged to apply.