

POSITION ANNOUNCEMENT 21-04
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

Office of the Federal Public Defender
Western District of Texas (EL PASO)

THE FEDERAL PUBLIC DEFENDER for the Western District of Texas is accepting applications for the position of Assistant Computer Systems Administrator (ACSA), to be stationed in the El Paso office. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

Requirements. To qualify for the ACSA position, a person must have a Bachelor's degree from an accredited college or university, preferably with a concentration in computer or management-information science or a related field; and have at least three years of general experience, which provided a working knowledge of automated systems; and two years of specialized experience, and comprehensive knowledge of computer systems administration principles, practices, methods and techniques. The candidate must be highly motivated, detail-oriented, and possess strong organization skills. Must have demonstrated proficiency in mastering and applying new technical skills and concepts, the ability to quickly diagnose and respond to system difficulties, strong client-service orientation, and excellent communication skills. Notwithstanding any educational substitution, however, specialized knowledge and experience in the following areas is required:

- Windows 10 Operating System;
- Microsoft Office O365 suite;
- Experience installing and troubleshooting automation hardware, software, and basic network administration;
- Maintaining Windows Active Directory user accounts;
- Enterprise anti-virus/anti-malware support and maintenance.

Specialized knowledge, skill and experience in the following areas is preferred:

- Backup Exec monitoring, administration, and recovery;
- Windows Server 2012R2, 2016, and 2019 administration and maintenance;
- SharePoint 2013, with collaboration and business process experience.

Duties. The ACSA provides specialized and routine user support services, including training; resolves hardware, software, peripheral equipment, and data communications systems problems. Also assists in administering the day-to-day operation and support of an integrated Windows network over a WAN. The ACSA will participate in planning, imaging and the deployment of workstations. Assists with testing and installing firmware, software, and patches. Develop, document, and maintain standard operation procedures for installed automation systems. The ACSA will maintain accurate asset and inventory tracking, auditing, and control. The ACSA assists the Supervisory Computer Systems Administrator (SCSA) and receives technical guidance from the SCSA. The ACSA will also perform other duties, as assigned.

The ACSA reports directly to the SCSA in San Antonio, TX. The ability to lift 50 pounds and frequent overnight travel is required. Employment is subject to a satisfactory background investigation, including, but not limited to an FBI name and fingerprint check.

Salary and Benefits. The salary for the person selected will be commensurate with that person's experience and qualifications, within a range of \$59,315 (JSP-9, Step 1) to \$76,721 (JSP-12, Step 1). The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employment benefits, including health and life insurance, retirement, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by forwarding a letter of interest (mentioning announcement number 21-04) and résumé to Maureen Scott Franco, Federal Public Defender, Western District of Texas, 700 E. San Antonio Ave., D-401, El Paso, Texas 79901-7020, or you may submit your letter of interest and resume in a single PDF document by email to TXW_Employment@fd.org. The document should be named as follows: "Announcement number, position title, last name, first name" (e.g. 21-05 ACSA, Smith, John). For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Personnel Administrator, Victoria B. Longoria, at (210) 981-2081. More than one position may be filled from this announcement. Position announced October 29, 2020, subject to the availability of funds; open until filled.

The Federal Public Defender is an equal-opportunity employer.