

POSITION ANNOUNCEMENT 25-02
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

Office of the Federal Public Defender
Western District of Texas

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 Austin, San Antonio or El Paso. 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 position of ACSA, a person must be a high school graduate or the equivalent and have at least three years of general experience, which provided a working knowledge of automated systems, two years of specialized experience, and comprehensive knowledge of litigation support and computer systems administration principles, practices, methods, and techniques. A bachelor's degree is preferred. The candidate must be highly motivated, detail-oriented, and possess strong organizational 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.

Specialized knowledge and experience in the following areas is required:

- Maintaining Windows Active Directory user accounts;
- Windows 11 desktop and laptop computer support and administration;
- Microsoft Office O365 suite installation, configuration, and support;
- Proven experience providing exceptional support to users;
- Assisting staff with trial preparation using IT-based automation applications;
- Providing litigation support using tools like Axiom, Web Preserver, Camtasia, CaseMap, Cellebrite Reader, dtSearch, Adobe Acrobat, Eclipse, and Trial Director;
- Excellent understanding of file types (e.g., e-mail, PDF, MS office, .zip, .pst) subject to eDiscovery;

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

- Certified in using one or more digital forensics tools, such as FTK, Axiom, or Cellebrite;
- Previous experience working in a law office and understanding court functions, processes, and operations.

Employment is subject to a satisfactory background investigation, including, but not limited to an FBI name and fingerprint check.

Duties. The ACSA provides specialized and routine user support services, including training; resolves problems with hardware, software, peripheral equipment, and data communications systems. Assists with testing and installing firmware, software, and patches. Develops, documents, and maintains standard operation procedures for installed automation systems. The ACSA will maintain accurate asset and inventory tracking, auditing, and control. This is dynamic position that supports our litigation teams (consisting of lawyers, investigators, and paralegals) in the use of technological litigation support tools for the collection, review, analysis, production and presentation of case materials. ACSA will provide technical troubleshooting assistance to staff on litigation support software. Assists in developing and implementing initiatives to advance and improve the office's use of technological tools for litigation purposes. We are looking for applicants with advanced computer and litigation support skills. The ACSA will also perform other duties, as assigned. The ACSA assists the Supervisory Computer Systems Administrator (SCSA). The ability to lift 50 pounds, and frequent travel, including overnight travel, is required.

Salary and Benefits. The salary of an ACSA will be commensurate with the experience and qualifications, within a range from \$66,732 (JSP-9, Step 1) to \$89,322 (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 offers 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 sending a letter of interest addressed to Federal Public Defender Maureen Scott Franco (mentioning announcement 25-02), résumé, and three references. Send completed application in a single PDF document named with applicant's "last name, first name-Announcement 25-02 Austin ACSA" by email to TXW_Employment@fd.org. Submissions sent directly to the Defender will not be considered. 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 31, 2024, subject to the availability of funds; open until filled.

The Federal Public Defender is an equal-opportunity employer.