

FEDERAL PUBLIC DEFENDER
Districts of South Dakota and North Dakota
200 W. 10th Street, Suite 200
Sioux Falls, SD 57104

Jason J. Tupman
Federal Public Defender

Telephone: (605) 330-4489
Fax: (605) 330-4499

POSITION ANNOUNCEMENT
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

The Federal Public Defender for the Districts of South Dakota and North Dakota is accepting applications for the position of **Assistant Computer Systems Administrator** to be stationed at one of the following FPD office locations: Sioux Falls, Rapid City, Fargo, or Bismarck. The Federal Public Defender, a branch of the United States Courts, an Equal Opportunity Employer, 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.

Position Description: Depending on experience, the ACSA may perform the following duties as assigned by the Computer Systems Administrator (CSA): Provide administration, technical end-user support and training for all computer operations of the FPD. Install, maintain, and support system applications including word processing, case management, financial management, networking, and telecommunication applications. The ACSA will test and perform routine upgrades of hardware and software, help develop equipment upgrade schedules, and assist with the evaluation and recommendation of network hardware, office IT equipment, and related software. The ACSA will assist in maintaining technical and user documentation for all assigned systems and applications, and coordinating all IT support services for the successful operation of systems and ensuring integrity and safety of office data. Related responsibilities include providing limited consultation and support to staff attorneys, investigators, and paralegals in trial preparation, review, analysis, production and presentation of paper documents or electronically stored information. The ACSA network security responsibilities include monitoring and testing backup routines, disaster recovery, inventory control, and virus, spyware protection measures under the supervision of the CSA.

Qualifications: Minimum qualifications for this position require a high school diploma or the equivalent and at least five years of specialized experience with PC's and networking in a Windows Active Directory environment consisting of Windows 10 and Windows 2012R2/2016 servers. Excellent troubleshooting and communication skills (both written and verbal). Experience with the following technologies will be given high preference:

- Active Directory Domain Services (ADDS) administration
- Distributed File System Replication (DFSR)
- Hyper-V
- Internet Information Services (IIS)/PHP/MySQL
- Nimble Storage Arrays (iSCSI)
- Palo Alto firewall
- Cisco Switches
- ManageEngine Desktop Central
- Imaging End Use Computers

A bachelors or advanced degree from an accredited college or university in computers, information management or a related field is preferred. Experience with law-office IT and litigation-support tools are highly desirable. All education, experience, training and certifications will be verified. The duties associated with this position require the individual to be able to walk, sit, stand, talk, hear, touch, feel and reach. The individual must also frequently lift and/or move up to 50 pounds.

Salary and Benefits: Federal government salary classification range based on 2020 Judiciary Salary Plan: JS-9/1 (\$52,905) to JS-12/1 (\$76,721). Federal benefits apply. Selected candidate will be subject to and retention depends on a successful background investigation. Direct deposit of pay is mandatory.

How to Apply: Qualified applicants should send a cover letter, resume and three professional references as part of a single pdf document to: SDX_JOBS@fd.org

Applications must be received by December 21, 2020, with an anticipated start date as early as April 26, 2021. All responses will remain confidential.