

**FEDERAL PUBLIC DEFENDER  
NORTHERN AND EASTERN DISTRICTS OF OKLAHOMA**

**POSITION ANNOUNCEMENT  
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR**

The Federal Public Defender for the Northern and Eastern Districts of Oklahoma is accepting applications for the position of Assistant Computer Systems Administrator (ACSA) to be stationed in Muskogee. More than one position may be filled by this announcement. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

**Position Description:** The ACSA provides administration, technical end-user support, as well as training for all computer operations of the FPDO. System applications include word processing, case management, financial management, networking, litigation support and telecommunication functions. The ACSA will install and troubleshoot desktop hardware and software and assist with the evaluation, recommendation of office IT equipment, and related software. The ACSA is responsible for maintaining technical and user documentation for all assigned systems and applications and coordinating all IT support services necessary for the successful operation of systems and ensuring integrity and safety of office data. Related responsibilities include providing consultation and support to staff attorneys, investigators and paralegals in computer forensics; trial preparation and presentation; and working with outside vendors with all phases of electronic or other discovery management, including identification, preservation, collection, processing, review, analysis, production and presentation of paper documents or electronically stored information. The ACSA network security responsibilities include ensuring maintenance of and adherence to all established district security policies, and communicating with the CSA when there are breaches of district security policies.

**Qualifications:** Minimum qualifications for this position require a high school diploma or the equivalent and at least two years of specialized experience with desktop PCs and networking in a Windows Active Directory environment consisting of Windows 10 and Windows 2012/2016 servers. Other requirements are: excellent troubleshooting and communication skills (both written and verbal), experience with Microsoft Office 365 Suite and Outlook, and experience with Symantec Endpoint Protection. Experience with law-office IT, litigation-support tools and computer forensics 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:** This is a full-time position. Federal salary and benefits apply. The starting salary for the ACSA position will be commensurate with the experience and qualifications of the applicant. The current entry levels are from Grade 9, Step 1 through Grade 12, Step 10. Salary is payable only by Electronic Funds Transfer (direct deposit). The selected candidate will be subject to a background check as a condition of employment.

**How to Apply:** To be considered for this position, qualified persons may apply by submitting a letter of interest, resume and three references to Julia O'Connell, Federal Public Defender at [OKNresumes@fd.org](mailto:OKNresumes@fd.org).

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED.**

**The Federal Public Defender is an Equal Opportunity Employer**