

POSITION ANNOUNCEMENT 18-03, 18-04
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR
Brownsville, TX & Corpus Christi, TX

THE FEDERAL PUBLIC DEFENDER for the Southern District of Texas is accepting applications for the position of Assistant Computer Systems Administrator (ACSA), to be stationed in the Brownsville (18-03) & Corpus Christi (18-04) Branch Offices. 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.

RESPONSIBILITIES:

Desktop Management and Support: The primary area of responsibility will be to provide desktop support for Windows 10 Desktop Operating Systems to a 100+ user Wide Area Network through Remote Desktop Software. Will assist and support end users located in five separate offices spanning from Houston to Brownsville, TX, with a broad array of day-to-day end user issues, including system and software troubleshooting, one-on-one training, and computer/printer maintenance. Some duties include: install and update software and hardware, perform end user training and support for Word 2013, limited WordPerfect X3-5, Microsoft Outlook 2013, and other vendor and in-house applications, perform preventive maintenance, have understanding of document imaging technologies, and computer disk imaging.

Administrative Support: Assist in the implementation and execution of automation plan, including security, quality control, productivity, and cost effectiveness; develop and maintain local technical and user documentation; make presentations on automation to management, staff, and CJA panel attorneys. Assist attorneys in trial related automation issues and litigation support using PowerPoint, CaseMap, IsysDesktop/dtSearch, Adobe Pro XI, and other software/hardware as needed.

Network Support: Assist in limited network administration and maintenance of Windows Server 2008 R2, Storage Server 2012, and Server 2016 Domain environment, DFS Replication, Symantec Endpoint Protection Enterprise, and Syncovary Backup Solutions.

REQUIREMENTS: To qualify for entry level, a person must be a high school graduate, or equivalent, however, college-level study of computer or management information science is desirable. The candidate should have 3 years of general experience and 2 years of specialized experience. Experience providing desktop support to end-users preferred. Must be willing to travel to other branches and provide own transportation on mileage reimbursement basis.

SALARY: The starting salary for the ACSA position will be fixed commensurate with the experience and qualifications of the applicant within a range from JSP-9 step 1, to JSP 12, Step 1, currently yielding \$43,857 to 63,600 per annum.

PHYSICAL REQUIREMENTS. The individual must frequently lift and/or move up to 50 pounds. The individual will spend most of his/her time in an office environment.

POSITIONS: This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular government employee benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). Applicants are subject to background (FBI) and Tax (IRS) investigations. Proof of US citizenship or other employment eligibility required.

HOW TO APPLY. Qualified persons may apply by sending a letter of interest referencing 18-03 and/or 18-04 and resume to: Federal Public Defender, Southern District of Texas, 440 Louisiana, Suite 1350, Houston, Texas 77002, Attn: Alex Labanzat or email TXS_Hiring@FD.org. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case by case basis. Position subject to the availability of funds; announced June 8, 2018; Application deadline is July 15, 2018. More than one applicant may be hired from this announcement.

The Federal Public Defender is an equal-opportunity employer.