

**FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF TENNESSEE**

**POSITION ANNOUNCEMENT # 22-03
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR**

The Federal Public Defender for the Western District of Tennessee is accepting applications for the position of Assistant Computer Administrator (ACSA). 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.

Job 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 the integrity and safety of office data.

Responsibilities: The ACSA will provide consultation and support to staff attorneys and investigators 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 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: Excellent troubleshooting and communications 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. Duties associated with this position require the individual 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. Frequent travel to the branch office may be required.

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 qualification of the applicant. Current salary range is from Grade 9, Step 1 through Grade 12, Step 10, currently yielding \$54,727 to \$103,176 per annum. Salary is payable only by Electronic Funds Transfer (direct deposit). The selected applicant will be subject to a background check as a condition of employment. Proof of US Citizenship is required. All positions are at-will and subject to the availability of funds, as well as a one-year probationary period.

How to Apply: Qualified persons may apply by submitting a letter of interest, resume, and three references to the Office of the Federal Public Defender, Attention: Hiring Committee, 200 Jefferson Ave., Suite 200, Memphis, TN 38103. Applications will be accepted until the position is filled.

Applications by fax or email will not be considered. Only those applicants selected for an interview will be contacted. NO PHONE CALLS PLEASE.

THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER.