

**FEDERAL PUBLIC DEFENDER  
DISTRICT OF SOUTH CAROLINA  
COLUMBIA, SC**

**POSITION ANNOUNCEMENT 24-02  
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR**

The Federal Public Defender, District of South Carolina is accepting applications for the position of Assistant Computer Systems Administrator (ACSA), to be stationed in the Columbia office. 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:** The candidate should be a college graduate with a bachelor's or master's degree in computer science, management-information science or other closely related degree. This position requires at least two years of general experience and specialized experience, comprehensive knowledge of computer systems administration principles, practices, methods and techniques. Experience providing desktop support to end-users is a must. Travel throughout the district is required, as well as overnight travel, irregular work hours, or working weekends or holidays along with any other duties as assigned when needed. Candidate must have reliable transportation, a valid driver's license, and proof of insurance. Mileage is reimbursed with prior approval. Appointment is subject to a satisfactory high-sensitive background investigation, including an IRS tax check and an FBI name and fingerprint check.

**DUTIES:**

**Desktop Management and Support:** The primary area of responsibility will be to provide desktop support for Windows 11 Desktop Operating Systems to an 80+ system Wide Area Network through Remote Desktop Software. Will assist and support end users located in four offices: Columbia, Charleston, Florence, and Greenville, 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 Office 365, or other various vendor and in-house applications, perform preventive maintenance, have understanding of document imaging technologies, and computer disk imaging experience or other types of deployment software.

**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, dtSearch, Adobe Acrobat, and other software/hardware as needed.

**Network Support:** Assist in limited network administration and maintenance of Windows Server Domain environment, Hyper-V virtualization, ManageEngine, Trend Micro, and Syncovery Backup Solutions. The ACSA receives technical guidance from the Computer Systems Administrator (CSA) and assists on all aspects of the administration of an integrated MS Windows network over a wide area network.

**SALARY:** This is a position with growth potential and is subject to the availability of funds. Salary is by direct deposit.

**PHYSICAL REQUIREMENTS.** The individual must be able to walk, sit, stand, talk, hear, touch, feel, reach, and frequently lift and/or move 50 pounds or more. The individual will spend most of his/her time in an office environment.

Qualified persons may apply by sending a letter of interest and resume to:

William F. Nettles, IV.  
Federal Public Defender  
District of South Carolina  
1901 Assembly Street, Suite 200  
Columbia, SC 29201

Submission by electronic PDF format may be sent by email to: [jonathan\\_freeman@fd.org](mailto:jonathan_freeman@fd.org). All emailed documents must be in PDF format. Other electronic forms will not be considered. No phone calls please.

Open until filled

**AN EQUAL OPPORTUNITY EMPLOYER**