

# OFFICE OF THE FEDERAL PUBLIC DEFENDER WESTERN DISTRICT OF OKLAHOMA



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## POSITION ANNOUNCEMENT

### Assistant Computer Systems Administrator

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The Federal Public Defender for the Western District of Oklahoma is accepting applications for the position of a full-time Assistant Computer Systems Administrator (ACSA) to be stationed in Oklahoma City, Oklahoma. The Federal Public Defender operates under the authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide federal criminal defense services by court appointment to individuals unable to afford counsel.

**Requirements** To qualify for an Assistant Computer Systems Administrator, (ACSA) a person must be a high school graduate or equivalent and have at least five years of general work experience; and at least three years of specialized IT experience with comprehensive knowledge of computer systems administration principles, practices, methods and techniques, and skill and judgment in the analysis of systems related issues.

The ACSA provides high-level day-to-day support to ensure the proper functioning of office IT-based systems, including but not limited to network, data processing, telecommunications, and office automation. A detailed knowledge of Windows 11, Office 365, and working knowledge of Windows Server 2022/2019 are required. The ACSA provides technical and end-user support and performs all automation support services necessary for efficiently operating office networks and computer systems. The ACSA also assists in developing and implementing a technology plan including areas, such as security, quality control,

procurement, productivity, and cost effectiveness; and developing and maintaining local technical and user documentation. The applicant must be able to prioritize multiple tasks, follow detailed instructions, and have good communication skills.

Employment is subject to a satisfactory background investigation. All claimed experience, certifications, training, and references will be checked. In accordance with current appropriations law, U.S. Citizenship is a requirement.

**Duties** The ASCA will be primarily responsible for user support services, including but not limited to desktop/network hardware, OS and software installation, testing and training; troubleshooting, maintenance and repairs of systems and equipment; maintain accurate asset and inventory tracking, auditing and controls. Other duties include basic Windows Server 2022/2019 maintenance and maintaining Windows Active Directory user and service accounts.

The ACSA provides desktop support for Windows 11 operating systems, Microsoft Office On-Prem O365, VPN connectivity, antivirus/malware software, remote control support, endpoint management and other enterprise software. Responsibilities also include experience creating and deploying Windows 11 images, maintenance of asset and inventory tracking system, administration of an intranet WordPress website. Also required is the knowledge to import, convert, edit, and produce audio/video from various sources, including audio cassette, VHS, DVD, MJPEG, DIVX, XVID, and .MOV formats. Working knowledge of Adobe Acrobat Professional is required.

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. This position will require some occasional after-hours work along with any other duties as assigned when needed. Travel may be required for training purposes.

**Salary and Benefits** This position is “at-will,” excepted service, and does not carry the tenure rights of the competitive Civil Service. Salary is commensurate with experience, qualifications and education based on the current Judiciary Salary Plan Grade/Step: 9/1 (\$59,966) through Grade/Step: 12/10 (\$113,047). Compensation also includes federal government employee benefits, paid federal holidays, paid vacation, paid sick leave, health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. The position is subject to the availability of funds.

**How to Apply** Qualified persons may apply by sending via email a letter of interest, resume, and three references in a single PDF document. References are required. Applicable experience should be described in detail. Send completed application to: [zack\\_pan@fd.org](mailto:zack_pan@fd.org)  
Deadline: Position Open Until Filled.

**The Federal Public Defender Organization follows an Employee Dispute Resolution Plan approved by the United States Court of Appeals for the Tenth Circuit. We are an Equal Opportunity Employer committed to quality representation, diversity and inclusion.**