

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
WESTERN DISTRICT OF TENNESSEE
200 JEFFERSON AVE., SUITE 200
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*Doris Randle-Holt
Federal Public Defender*

POSITION ANNOUNCEMENT #2022-01 (RE-POSTING)

COMPUTER SYSTEMS ADMINISTRATOR

The Office of the Federal Public Defender for the Western District of Tennessee is accepting applications for a Computer Systems Administrator (CSA), to be stationed in the Memphis, Tennessee office. The position also provides support to the branch office location in Jackson, Tennessee. The Office of 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.

Job Summary

Responsible for computer systems and network administration, systems security, litigation support, discovery management, hardware maintenance and operations support for employing Windows 10 operating system, Microsoft Office 365 suite, MS Exchange, Symantec Endpoint Protection, Symantec Backup Exec and VMWare or Hyper-V virtualization platform.

Job Duties

Proactively manages and maintains the operations of all IT-based systems to ensure reliability and effectiveness, safeguards the integrity of the FPD's data. IT budget development, research and implementation of new technologies. Develop, document, and maintain standard operation procedures for installed automation systems. Conduct audits and evaluations of IT systems (security, critical patches and firmware updates; storage, virtualization infrastructure, backup infrastructure, and application server infrastructure); and existing software applications to determine use, performance, response times, adequacy, quality and available capacities. Must maintain accurate asset and inventory tracking, auditing, and control. The position also maintains network copiers and phone systems in all office locations.

Qualifications

The qualified candidate must be a high school graduate or equivalent, and at least five years of general experience, including two years of specialized experience; or a college graduate with at least three years of experience in computer system administration and networking in a Windows Active Directory environment. Experience with automated litigation support tools. Experience and knowledge in installing and troubleshooting automation hardware, software, and basic network administration; and anti-virus/anti-malware support and maintenance. Excellent troubleshooting skills and the ability to quickly diagnose and respond to system difficulties. Applicant must possess the ability and desire to work with a wide variety of end users, including

non-technical users with differing needs and experiences. Also, the applicant must possess strong organization skills, the ability to work independently and the ability to work in an environment with frequent interruptions.

Special Working Conditions

Work outside normal working hours and on weekends is occasionally required for operations and maintenance. Travel to branch office; and travel for trainings and/or conferences is required. Individual must also occasionally lift and/or move up to 50 pounds.

Salary and Benefits

Salary will commensurate with experience and qualifications, within a range of JS-9/1 (\$54,727) to JS-13/10 (\$122,683). This position offers federal employment benefits, including health, life insurance, retirement, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). Employment is subject to a satisfactory background investigation and available funding.

How to Apply

Qualified applicants may apply by sending a letter of interest, resume, and three references to the Office of the Federal Public Defender, Attn: Hiring Committee, 200 Jefferson Ave., Suite 200, Memphis, TN 38103. Position will remain open until filled.

Applications by fax or email will not be considered. Only applicants selected for an interview will be contacted.

The Office of the Federal Public Defender is an Equal Opportunity Employer.