COMPUTER SYSTEMS ADMINISTRATOR

The Federal Public Defender for the Districts of MA/NH/RI (FPDO) is accepting applications for the position of Computer Systems Administrator (CSA). This position will be located in our Boston, MA office, and will provide support for the Boston office and our branch offices located in Concord, NH and Providence, RI.

The CSA provides management, administration, technical end-user support, and training for all computer operations of the FPDO. System applications include Office productivity suite, case and financial management, networking, litigation support, and telecommunication functions. The CSA tests and performs routine upgrades of hardware and software, develops equipment upgrade schedules, and assists with the evaluation, recommendation, and procurement of network hardware, office IT equipment, and related software. The CSA is responsible for maintaining technical and user documentation for all assigned systems/applications, coordinating all IT support services necessary for the successful operation of systems and ensuring integrity and safety of office data. The CSA provides consultation and support to staff attorneys, investigators, and paralegals in all phases of electronic or other discovery management. The CSA’s network security responsibilities include management of network firewall, developing procedures for user and visitor access, backup routines, disaster recovery, inventory control, and virus and spyware protection measures. The CSA supervises one Assistant Computer Systems Administrators. Together, they support a total of 51 employees.

At least five years of specialized experience with PC’s and networking in a Windows Active Directory environment, consisting of Windows 10 and Windows 2008R2/2016 servers, are required. Must have excellent troubleshooting and communication skills (both written and oral). Experience with MS Office suite, including Outlook email, mobile email access, Symantec Endpoint Protection, Symantec Backup Exec, and VMWare or Hyper-V virtualization platform preferred. A bachelors or advanced degree from an accredited college or university in computer science, information management, or a related field is preferred. Experience with law-office IT and litigation-support tools is highly desirable. All education, experience, training and certifications will be verified. The individual must also frequently lift and/or move up to 50 pounds. As frequent travel to branch offices is required, applicants should have reliable transportation. A valid driver’s license and proof of insurance are a must.

Salary commensurate with experience and qualifications. Qualified persons are encouraged to apply by forwarding a cover letter and resume, including 3 references to: HRBoston@fd.org, Attn.: CSA. Federal benefits apply. Selected candidate will be subject to and retention depends on a successful high-sensitive level background investigation and FBI fingerprint check. This position will remain open until filled.