



# FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF WEST VIRGINIA NOTICE OF POSITION VACANCY

Announcement No:	2018-01	Date:	June 4, 2018
No. of Vacancies:	One		Federal Public Defender
Position Title:	Computer Systems Administrator		Northern District of West Virginia
Salary:	\$50,598 - \$87,252		230 West Pike Street; Suite 360
	Commensurate with Experience		Clarksburg, West Virginia 26301
Closing Date:	When Filled		<a href="http://wvn.fd.org">http://wvn.fd.org</a>

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## **POSITION OVERVIEW**

The Computer Systems Administrator (CSA) is responsible for the day-to-day operation and support of an integrated Windows network over a Wide Area Network. The CSA installs and updates software; performs preventive maintenance, and analyzes and corrects system failures. The CSA will be jointly responsible for computer systems and network administration, systems security, hardware maintenance and operations support for employing Windows 10 desktops, Surface Pros, Lotus Notes, and Symantec Endpoint Protection. Network security responsibilities include developing procedures for user access, backup routines, disaster recovery, inventory control, and virus spyware protection measures. The CSA duty station will be in Clarksburg, West Virginia, with required travel to staffed Federal Public Defender Offices in Wheeling and Martinsburg as well.

## **POSITION DUTIES & RESPONSIBILITIES**

The CSA performs the following duties:

### **Local Area Network and IT Management and Support:**

- Administers the day-to-day operations and support of assigned IT-based systems or other major systems function (including operational support for computer equipment and associated data communications facilities) to ensure reliable and effective operations.
- Assists in procurement and installation of office automation equipment, conducts site surveys preparatory for installation of computer equipment, computer networks, and associated data communications facilities. Arranges appropriate schedule for delivery and installation of equipment and associated data communications facilities.
- Receives, installs, and tests new and updated software releases of both commercial, Administrative Office of U.S. Courts (AOUSC), and National IT Operations and Application Development (NITOAD).
- Initiates new users to systems. As required, assigns database accounts and passwords, establishes employee and group permissions for different applications, and monitors security protocols.

- Performs training and user support activities such as initial and on-going training programs for staff and users; instructs on new software releases, including locally developed modifications and enhancements; responds to user questions and difficulties and resolving problems.
- Generates and verifies hard disk drives and maintenance of library of hard disk drives, including off-site storage; schedules routine and special purpose report generation cycles.

**Administrative Analysis and Support:**

- Assists in the development and execution of IT-based system implementation plans (software analysis, design, development, system implementation, and documentation; prototype testing; training of staff; development and implementation of equipment and database security and operating procedures) in support of automation operations, including data processing applications, office automation, and data communications, as assigned.
- Develops and maintains local FDO technical and user documentation for all assigned systems. Develops, documents, and maintains standard operating procedures, as necessary, for installed automation systems.
- Assists in evaluating existing automated functions and makes recommendations on technical and operational changes or enhancements to system configurations, usage and procedures so as to enhance the overall effectiveness of systems and personnel in the FPD office.
- Applies knowledge of the various aspects of litigation support dealing with paper and e- paper, including but not limited to, scanning, OCRing, logical unitization, objective coding, document review, load files, and production.
- The CSA will also perform other duties as assigned. Frequent travel from our Clarksburg, WV headquarters office to two staffed Defender Offices in Wheeling and Martinsburg is required.

**Litigation Support:**

The CSA will provide litigation support in the management and analyses of paper documents and the FPD scanned documents, the analysis of electronic native files, and preparing and conducting electronic courtroom presentation for hearings or trials. Since litigation support involves the use of computer systems, the CSA coordinates with the defense team.

Litigation support job duties can include, but are not limited to, the following:

- Work with the defense team to develop and recommend appropriate strategies to meet the litigation needs of each individual case and determine specific requirements for discovery and third party evidence collection, review, analysis, production, and presentation of case materials.
- Develop and utilize specific procedures, tools, and techniques to ensure quality control is maintained throughout the litigation process, utilizing good project management practices that include using iterative and adaptive processes that allow for learning and correction.
- Act as discovery manager to understand the volume, format, and content of discovery being received in order to assist the litigation team in selecting the proper tool to host, review, analyze, and use the discovery material. Identify proper tools for working with electronic storage information and paper documents based on the complexity and the volume of data on a case- by-case basis.

- Evaluate the efficiency of litigation support technology throughout the case to ensure that it is responsive to the defense team's needs and that it represent the best methodology available.
- Train end users and administrators on the use of litigation support technology including, but not limited to, tools such as Summation, CaseMap, TimeMap, TrialDirector, PowerPoint, ISYS, Adobe Acrobat Professional, Excel, and all other applications that are needed on a case-by-case basis.
- Keep current on new developments in litigation support technology and recommend additions and modifications to current tools as necessary.

## **QUALIFICATIONS**

This is not an entry level position. To qualify for the CSA position, a person must be a college graduate with at least a Bachelor's Degree and have at least three years of general experience, which provided a working knowledge of automated systems, and two years of specialized experience, and comprehensive knowledge of computer systems science and administration principles, practices, methods and techniques. Specialized knowledge and experience are required in the following areas:

- Microsoft (MS) Windows Server 2012/2016, desktop, laptop, and tablet computer support experience with demonstrated experience with Active Directory and server administration.

Specialized knowledge, skill and experience are preferred in some or all of the following areas. Experience in any of these systems or software should be expressly noted in a list of "Systems / Software" experience contained within your application documents, as described further below:

- MS Windows PowerShell, with experience automating common administrative tasks;
- MS SQL Database, with design, maintenance, and development experience, or similar databases (such as Microsoft Access or Filemaker);
- Microsoft Office Suite2016/Outlook 2016, with special emphasis on Word and Excel;
- Corel Word Perfect word processing software;
- Litigation support software, such as Trial Director, Casemap and Summation;
- Forensic software, such as Forensic Tool Kit (FTK);
- IBM Lotus Notes;
- Apple iOS devices and applications, such as iPads or iPhones;
- Web design and web programming experience using Drupal;
- Video Conferencing;
- Palo Alto Firewall configuration and maintenance;
- Cisco Meraki Switch configuration and maintenance; and
- Printer/Copiers configuration and maintenance.

All application information is subject to verification, and claimed experience, certifications, training and references will be verified.

## **BENEFITS**

The Federal Public Defender offers a full benefits package that allows an employee to participate in the following pursuant to the written terms of these benefit packages:

- Choice of Medical, Fee for Service and/or Health Maintenance Organizations, some plans with dental and vision benefits attached.
- Group Life Insurance; employee and family coverage available.
- Disability Insurance.
- Long Term Care Benefits for the employee and family.
- Immediate participation in the Thrift Savings Plan (401K) with up to 5% match.
- Federal Employees Retirement System (Pension Program).
- 13 days of accrued vacation leave per year for the first 3 years of employment; increasing after 3 years.
- 13 days of accrued sick leave per year.
- A minimum of 10 federal holidays.
- Flexible spending accounts for healthcare, child dependent care, and commuter programs.

## **NOTICE TO APPLICANTS**

The successful candidate will be subject to a background and fingerprint check as a condition of employment. The Federal Public Defender requires employees to adhere to a Code of Conduct which is available upon request. Equal opportunity employer, women and minorities are encouraged to apply. Direct Deposit is required for payment compensation for employees.

A detailed 8-page Computer Systems Administrator job description as outlined in the Defender Services Office Defender Office Classification System (DOCS) Manual may be found on the Employment page at <http://wvn.fd.org>

Interested applicants should send the following to Brian J. Kornbrath, Federal Public Defender, 230 West Pike Street; Suite 360, Clarksburg, West Virginia 26301:

- Resume;
- Cover Letter;
- Systems/Software list of specific systems and software in which the applicant has significant experience. The degree of experience with the system or software should be described, and any certification or licenses noted. Emphasis on systems and software described in this application encouraged; and
- List of three references.

NO TELEPHONE CALLS PLEASE.