

OFFICE OF THE
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POSITION ANNOUNCEMENT

COMPUTER SYSTEMS ADMINISTRATOR

Western Kentucky Federal Community Defender, Inc. (KY-W CDO) is accepting applications for a full-time Computer Systems Administrator (CSA). KY-W CDO is a nonprofit organization fully funded by the Administrative Office of the United States Courts. We are not a government agency and as such are not government employees. KY-W CDO provides legal representation to indigent persons charged with federal crimes in the Western District of Kentucky.

JOB DESCRIPTION: The CSA manages the operations of all IT-based systems to ensure reliability and effectiveness, safeguards the integrity of the KY-W CDO's data, and provides technical end-user support for KY-W CDO employees, including training programs. Other job duties include, but are not limited to: installation of computer equipment; equipment upgrades and maintaining on-going familiarity with new software and hardware technology; litigation support; electronic discovery management; procurement of office automation equipment; serves as central point of information and assistance for office automation users on all matters related to equipment and applications; IT budget development, research and implementation of new technologies; Develop, document and maintain standard operating procedures for all installed IT systems and applications; Inventory management and annual audit compliance; Network and firewall administration

REQUIREMENTS AND QUALIFICATIONS: To qualify for the CSA position, a person must be a high school graduate or equivalent and have at least three years of general experience, which provided a working knowledge of automated systems, and three years of specialized experience, and comprehensive knowledge of computer systems administration principles, practices, methods and techniques. Some higher education from an accredited college or university, preferably with a concentration in computer or management-information science or a related field, may be substituted for some of the required experience. Ability to lift 50 lbs.

KY-W CDO is an equal opportunity employer. Selection of position will be based solely on merit without regard to race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.

Salary: Salary based on experience and in accordance with guidelines issued by the Office of Defender Services.

How to Apply:

To apply send cover letter, resume and three references to:

Kate Micou, Administrative Officer

Kate_Micou@FD.org

All responses will remain confidential. Equal Opportunity Employer.

No telephone calls please.

DEADLINE: Until Filled