



**POSITION ANNOUNCEMENT 2021-02
COMPUTER SYSTEMS ADMINISTRATOR**

The Office of the Federal Public Defender for the Eastern District of Arkansas is accepting applications for a Computer Systems Administrator (CSA). The Federal Public Defender office provides defense services to indigent clients in federal criminal cases and operates under the authority of the Criminal Justice Act, 18 U.S.C. §3006A.

Position Description: The CSA manages the operations of all IT-based systems to ensure reliability and effectiveness, safeguards the integrity of the FPD's data, and provides technical end-user support for FPD 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 Defender office automation users on all matters related to equipment and applications. Some overnight travel and weekend work required.

Qualifications: This position requires (1) a high School diploma or the equivalent, and at least five years of work experience, including two years of specialized experience with PCs and networking in a Windows Active Directory environment. Excellent troubleshooting skills, excellent verbal and written communication skills with non-technical staff, and the ability to work in a team environment with frequent interruptions is a must. Experience with legal IT and litigation support tools are highly desirable. All education, training, and certifications will be verified. The duties associated with this position require the individual to be able to walk, sit, stand, talk, hear, touch, feel, and reach. In addition, the individual must frequently lift/move up to 50 pounds. Appointment is subject to a satisfactory FBI background investigation and retention depends upon a favorable suitability determination.

Salary and Benefits: Salary will be commensurate with experience and qualifications. This position offers federal employment benefits, including health and life insurance, retirement, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). The position is "at-will" employment, excepted service and does not carry the tenure rights of the competitive civil service.

How to Apply: To be considered, please complete the CSA application available at <http://are.fd.org>, and submit it to Caletta_Jones@fd.org by March 2, 2021.

**EQUAL OPPORTUNITY EMPLOYER
NO PHONE CALLS PLEASE
POSITION ANNOUNCED 2/8/2021
OPEN UNTIL FILLED**

FEDERAL PUBLIC DEFENDER OFFICE



**JOB APPLICATION
COMPUTER SYSTEMS ADMINISTRATOR
LITTLE ROCK, ARKANSAS**

Please complete and submit this application to: Caletta.Jones@fd.org. Use additional sheets if needed, and please print or type.

1. Full Name: _____

2. Office address and phone: _____

3. Residence address and phone: _____

4. Email Address: _____

5. How long have you resided in your State of residence: _____

6. Are you lawfully employable in the United States either by virtue of citizenship or by having federal authorization from the INS and the Labor Department: _____

7. List highest level of education received and date: _____

8. List any technical or specialized schools attended, dates of attendance, certification or degrees awarded: _____

9. State any additional education or other experience you believe will assist you in performing the duties of this position: _____

10. List any specialized training you've attended in the past 5 years: _____

11. Please describe your current job position and duties: _____

12. Please list any previous supervisory positions: _____

13. Have you ever pled guilty/no contest or been convicted of violating any federal, state, or municipal law (with the exception of traffic violations)? _____ If so, please explain: _____

14. Have you ever been discharged from a position or asked to resign under threat of discharge? _____ If so, please explain: _____

15. Why do you seek to work at the Office of the Federal Defender: _____

16. When would you be available to begin work at the Office of the Federal Defender:

17. Please list your current or most recent annual salary or income:

18. Please list three personal or professional references:

	<u>NAME & POSITION</u>	<u>ADDRESS & PHONE NUMBER</u>
1.	_____	_____
	_____	_____
2.	_____	_____
	_____	_____
3.	_____	_____
	_____	_____

CERTIFICATION

The information set forth in this job application is correct and complete.

DATE

SIGNATURE

THE ARKANSAS FEDERAL DEFENDER OFFICE IS AN
EQUAL OPPORTUNITY EMPLOYER
EMPLOYMENT IS AT WILL

EMPLOYMENT REFERENCE CONSENT AND RELEASE

Applicant Name: _____ SSN: _____

I, _____, HEREBY GIVE CONSENT TO ANY AND ALL PRIOR EMPLOYERS OF MINE, OR MY CURRENT EMPLOYER, TO PROVIDE THE INFORMATION BELOW WITH REGARD TO MY EMPLOYMENT WITH THE PRIOR OR CURRENT EMPLOYERS TO THE FEDERAL PUBLIC DEFENDER OFFICE FOR THE EASTERN AND WESTERN DISTRICTS OF ARKANSAS.

This consent is valid for a period of six (6) months from the date indicated below. A copy of this form shall serve as the original.

Signature of Applicant: _____ Date: _____

Instructions to Current/Former Employer

The individual named above has applied for employment with the Federal Public Defender Office for the Eastern and Western Districts of Arkansas. Please respond candidly to the requests for information listed below, and return your written responses by U.S. Mail. This Consent and Release is intended to comply with Arkansas Act 1474 of 1999, an Act to provide current and former employers with protection for providing job information about current or former employees to prospective employers.

PLEASE RETURN TO: Lisa G. Peters, Federal Public Defender, 1401 W. Capitol Ave, Suite 490, Little Rock, AR 72201.

Date and duration of employment: _____

Current or last rate of pay and wage history: _____

The details of the applicant's last written performance evaluation prepared prior to the date the applicant signed this consent (See date above): _____

Attendance history: (Excluding any qualifying leave under FMLA): _____

Results of drug and/or alcohol tests administered within the last year: _____

Details of any threats of violence, harassing acts, or threatening behavior related in any way to the workplace or directed at another employee: _____

Was his/her separation from employment voluntary? Involuntary?

Is this applicant eligible for rehire? Yes No

Printed Name and Title of Employer Representative Providing Information **Date**

Signature Phone Number