



**OFFICE OF THE FEDERAL DEFENDER**  
DISTRICT OF MINNESOTA

**POSITION ANNOUNCEMENT FOR**  
**ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR/**  
**LITIGATION SUPPORT SPECIALIST**

The Office of the Federal Defender for the District of Minnesota is accepting applications for the position of Assistant Computer Systems Administrator (ACSA)/Litigation Support Specialist. The Federal Defender provides defense services in federal criminal cases and related matters to individuals unable to afford counsel. See [mn.fd.org](http://mn.fd.org) for more information about our office.

**Job Description:** The Assistant Computer Systems Administrator (ACSA)/Litigation Support Specialist receives technical guidance and direction from the Computer Systems Administrator (CSA) and assists with all aspects of the administration of an integrated Windows network. Responsibilities include, but are not limited to, supporting attorney and legal personnel in the use of technological support tools for the collection, review, analysis, production, and presentation of case materials; resolving user hardware and software issues; diagnosing and resolving systems and networking problems; maintaining technological equipment and providing technical support and training for users.

**Requirements:** We are currently seeking applicants for an IT Support position. To be considered, candidates should meet the following requirements: Applicants must have a high school diploma or equivalent. A minimum of three years of general experience in the information technology field is required. Additionally, candidates should possess at least two years of specialized experience in computer systems administration and litigation support. College education may be credited as relevant experience. Successful candidates should demonstrate knowledge of computer hardware and software, including laptops, desktops, tablets, Windows Operating Systems, Microsoft Office, and Adobe Acrobat. Experience in managing and troubleshooting Windows Server environments and Active Directory is highly desirable. A valid driver's license is necessary for this role. Candidates must be willing to travel to branch office to provide computer and litigation support. Strong interpersonal, customer service skills and a professional demeanor are essential. If you meet these qualifications, we encourage you to apply for this exciting opportunity. Thank you for considering our organization.

Applicants must be U.S. Citizens or meet the other requirements of the Administrative Office of U.S. Courts. Employment is subject to a satisfactory background investigation. Skills testing may be conducted.

**Salary and Benefits:** Starting salary is commensurate with experience and qualifications. JSP Grade 9 (\$65,269 to \$84,848), JSP Grade 11 (\$78,969 - \$102,657) and JSP Grade 12 (\$94,652 - \$123,043). The position offers federal government employment benefits, including participation in health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**How to Apply.** Qualified applicants should email a letter of interest, a resume, and the names and contact information of three professional references, in a single pdf, to the attention of:

Katherian D. Roe, Federal Defender

c/o Sandy Krattley, Administrative Officer via email to: [sandy\\_krattley@fd.org](mailto:sandy_krattley@fd.org)

**Subject: ACSA Position**

**Open Until Filled**

Subject to availability of funds.

*The Federal Defender is an equal opportunity employer.*