

FEDERAL DEFENDER SERVICES OF EASTERN TENNESSEE, INCORPORATED

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POSITION ANNOUNCEMENT - ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR CAPITAL HABEAS UNIT

Who We Are

We work to keep people out of prison and to stop state executions by adhering to our office's mission and core values—compassion, courage, competency, creativity, and collaboration—when representing clients. Our clients are indigent defendants charged with federal crimes ranging from drug offenses to white-collar conspiracies and clients who have been sentenced to death. We practice holistic defense lawyering to protect our clients' rights and champion their humanity at every stage of the criminal case and beyond. Federal Defender Services of Eastern Tennessee seeks to attract and retain a high performing and diverse workforce to serve our clients. We foster an inclusive work environment that promotes commitment, flexibility, and fairness.

The Job

We need a full-time Assistant Computer Systems Administrator to fill a position in the Capital Habeas Unit. The Capital Habeas Unit represents clients who have been sentenced to death. We represent clients in Tennessee and five other states.

Duties

The ACSA provides administration, technical end-user support, as well as training for all computer operations of the users in the Capital Habeas Unit. System applications include word processing, case management, database development, networking, and litigation support. The ACSA will install and troubleshoot desktop hardware and software and assist with the evaluation, testing and recommendation of IT equipment, and related software. The ACSA is responsible for maintaining technical and user documentation for all systems and applications and coordinating all IT support services necessary for the successful operation of systems and ensuring integrity and safety of office data. Related responsibilities include providing consultation and support the Capital Habeas Unit, including staff attorneys, investigators and paralegals in computer forensics; hearing preparation and presentation; and working with outside vendors with all phases of electronic or other discovery management, including identification, preservation, collection, processing, review, analysis, production and presentation of paper documents or electronically stored information. The ACSA provides assistance to the Computer Systems Administrator (CSA) and receives technical guidance and management from the CSA. Work outside normal working

hours and on weekends is occasionally required for operations and maintenance. Individual must also occasionally lift and/or move up to 50 pounds. This position requires responsibility, independence, teamwork, and accountability. Applicants must have at least two (2) years of hands-on experience working in a help desk function providing support to staff and configuring desktops, laptops, and mobile devices for deployment. Applicants should have a fundamental understanding of networks and be able to configure and maintain physical/virtual servers, storage networks and network switches. Applicants must be able to assist staff, clients and others with video conference equipment setup and connections. Must be able to support Trial Director, CaseMap, Microsoft Office, Adobe Acrobat, Eclipse, Summation, and a variety of other desktop applications. Applicants possessing technical administration experience with Microsoft Server, Active Directory, Group Policy, Veeam Backup, MEDC and VMware will be given special consideration.

Requirements

This position demands strong organizational skills, problem-solving, and attention to detail. Knowledge of federal court rules, practices, and case docketing is critical. Advanced proficiency in Word, Microsoft Outlook, Microsoft Excel, Adobe Acrobat and case-management software is required. Experience with Eclipse and Summation is desirable. An undergraduate degree and at least three (3) years of previous experience with capital cases or other complex and document-intensive litigation are preferred. An affinity for teamwork is essential.

Salary and Benefits

Salary is commensurate with experience and qualifications.

SUBMIT APPLICATION which must include a resume, cover letter, and THREE REFERENCES to FDSET, 800 S. Gay Street, Suite 2400, Knoxville, Tennessee 37929 or by emailing your information to Sandy_Waggoner@fd.org. The position will remain open until filled. NO telephone calls, please. Women and minorities are encouraged to apply.

FDSET IS AN EQUAL OPPORTUNITY EMPLOYER

