

FEDERAL PUBLIC DEFENDER

DISTRICT OF NEW JERSEY

K. ANTHONY THOMAS, FEDERAL PUBLIC DEFENDER

1002 BROAD STREET • NEWARK, NEW JERSEY 07102 • (973) 645-6347



POSITION ANNOUNCEMENT #2024-01

ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR – NEWARK, NJ

Posted: October 19, 2023

Closes: Open until filled

The Office of the Federal Public Defender (FPD) for the District of New Jersey is accepting applications for an Assistant Computer Systems Administrator (ACSA) in our Newark Office. The FPD operates under the authority of Title 18, United States Code, Section 3006A(g)(2)(A), to provide legal services by court appointment to individuals unable to afford counsel.

Duties include:

- Support:
 - Windows 11 desktop and laptop computer support and administration
 - Microsoft 365 and Teams applications
 - Adobe Acrobat
 - Inhouse and other third party applications
 - Provide full range of IT support in line with "service excellence" and national standards to users
- Systems Administration:
 - Responsible for daily backup of data
 - Disaster recovery, vulnerability detection and remediation
 - Perform software/hardware installation and support
- Ability to prioritize multiple demands, meet established deadlines, and fulfill commitments.
- Work closely with the CSA, and other ACSAs to assist in projects, training sessions, and audio-visual setups in the office.
- Responsible for PC imaging procedures and inventory, resource, and asset management in the office.
- Assist with and organize office projects that require IT assistance, and responsible for move, add and change requests for the office.
- Adhere to all local and regional IT operational standards and procedures.
- Prepare, review, and evaluate documentation, specifications, test plans, and procedures.
- Litigation Support:
 - Download, prepare, and make eDiscovery (evidence) available to attorneys.
 - Support other staff as they process eDiscovery.
 - Maintain project documentation and document their work on daily basis.

Qualifications: This position requires excellent communication skills and the ability to work in a team environment with frequent disruptions. The ACSA must be professional and approachable. Minimum qualifications for this position require a high school diploma, or the equivalent, and at least four (4) years of specialized experience with PC's. Knowledge of Windows 10/11, and Active Directory is a plus. Experience with Microsoft Office, Trend Micro, Adobe Acrobat DC, and general computer knowledge is highly desirable. The ideal candidate for this job is motivated to learn new skills, as well as willing to be of service to all those in need of assistance. All education, experience, training, and certifications will be verified. The individual must have a valid driver's license and be capable of moving equipment weighing up to 30 pounds. Applicants must be authorized to work in the United States. Travel to other branch offices (Camden and Trenton) will be required as needed.

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. This position is in the excepted service and does not carry the tenure rights of the competitive civil service. The salary range for this position is from a grade GS-9/1 (\$66,757 a year) up to a grade GS 12/10 (\$125,851 a year) based upon experience.

How to Apply: Interested applicants should email a letter of interest, a resume, and the names and contact information of three professional references in one pdf document to the attention of:

David Shlegle, Computer Systems Administrator

via email to: njx_acsaresume@fd.org.

Subject: Assistant Computer Systems Administrator

Deadline: Position will remain open until filled. This job announcement is subject to the FPD's staffing requirements and the availability of funding and may be used to fill more than one position.

If an offer of employment is extended, the applicant must complete a background security investigation including an FBI name search and IRS tax check. Fingerprints and photographs will be taken. Appointment will be subject to the applicant's successful completion of a security investigation and a favorable report.

No phone calls, please. Only submissions following the required format will be considered. Only those selected for an interview will be contacted.

The Office of the Federal Public Defender follows an Employee Dispute Resolution Plan approved by the United States Court of Appeals for the Third Circuit. We are an Equal Opportunity Employer committed to quality representation, diversity, and inclusion. All qualified applicants are encouraged to apply.