



**Office of the Federal Public Defender
Middle District of Florida
Charles L. Pritchard, Jr.
Federal Public Defender**

Position Title: Assistant Computer Systems Administrator (ACSA)

Vacancy Announcement #2026-012

Posting: February 4, 2026

Duty Station: Tampa, Florida

Closing Date: March 6, 2026

Permanent Full-Time

The Office of the Federal Defender for the Middle District of Florida is accepting applications for a full-time **Assistant Computer Systems Administrator (ACSA)** to support the Tampa office and provide district-wide remote IT assistance.

Job Description: The Florida Middle Information Technology Services (ITS) department is committed to partnering with attorneys and staff to conquer the complexities of information technology services and deliver an innovative, reliable, and secure technology environment that empowers the practice of law. We accomplish this by focusing on the core values of collaboration, innovation, quality, and transparency. The ACSA is expected to embrace these values, model them to users, and assist the Director of IT and Computer Systems Administrator in accomplishing this mission.

The ITS department is responsible for administration, technical end-user support, training, litigation technology, and automation services across the district. This position places a strong emphasis on discovery intake and litigation technology support, while also serving as a primary on-site Level 1 IT support resource for the Tampa office and a remote support resource for other district locations.

Limited telework may be available on a discretionary basis, subject to supervisor approval and operational needs.

Core Responsibilities:

- Discovery Intake and Litigation Technology Support
 - Assist the discovery coordinator with receiving, processing, organizing, indexing, OCRing, and formatting discovery materials to support litigation teams in case preparation and trial.
 - Provide support and troubleshooting for discovery-related workflows, software applications, and storage platforms.
 - Assist attorneys, paralegals, and case teams with the production of discovery to clients, experts, and third parties, as required.
 - Support litigation teams in the use of technological litigation support tools for the collection, review, analysis, production, and presentation of case materials.
 - Assist with audio, video, and graphic editing projects in support of litigation, training, or presentations.

- End-User and Office IT Support
 - Provide on-site Level 1 technical support for the Tampa office, including troubleshooting hardware, software, peripherals, and basic network connectivity issues.
 - Provide remote technical support to staff throughout the district.
 - Respond to user questions, identify sources of technical issues, and assist in problem resolution.
- Forensic Technology Support
 - Assist attorneys and case teams with forensic report extraction, review, and analysis.
 - Work with digital forensic outputs generated from tools such as Cellebrite, Magnet Axiom, FTK, and GrayKey.
 - Apply basic forensic workflows to help translate technical outputs into usable formats for litigation teams.
 - Prior experience with forensic tools is a plus; on-the-job training is available.
- Training and User Support
 - Assist with initial and ongoing training for staff, including instruction on new software releases and system enhancements.
 - Provide follow-up assistance and individualized support as needed.
- Must be able to work independently, propose solutions, and be up to date on emerging technologies and the potential effectiveness of these advancements in our office's current system.
- Performs all other duties as assigned.

Other Responsibilities May Include:

- Assists in procurement of office automation equipment, conducts site surveys preparatory for installation of computer equipment, computer networks, and associated data communications facilities. Arrange appropriate schedule for delivery and installation of equipment associated data communications facilities.
- Performs or monitors systems operations and maintenance activities to ensure the daily operation of assigned system(s), to include preventive maintenance on computers, peripherals, and associated data communications equipment, monitoring hardware maintenance performance, and in-house routine housekeeping functions.
- Assists in the execution of IT-based system implementation plans (software analysis, design, development, system implementation, and documentation; prototype testing; training of staff; development and implementation of equipment and database security and operating procedures) in support of automation operations, including data processing applications, office automation, and data communications, as assigned.
- Participates in audits and evaluations of automated systems and existing software applications in assigned subject areas to determine use, performance, response times, adequacy, quality, and available capacities. Identifies, analyzes, and corrects problems; makes modifications.

Requirements: To qualify for the position of ACSA candidates must have at least a high school diploma or equivalent, and a minimum of three years of general experience. A high level of Windows computer skills and proficiency in MS Office (Word, Excel, and PowerPoint), Windows file system, knowledge of

various file formats, audio and video file editing/conversion and text file editing are required. Experience with Adobe Acrobat Pro and litigation support software, e.g., EverLaw, CaseMap, Trial Director or their equivalents is preferred. Experience with other law office IT, litigation support software applications and computer forensics is highly desirable. Applicants must be detail oriented, have strong organizational skills, be able to set priorities and meet critical deadlines, and have excellent troubleshooting and communication skills (written and verbal). Applicants must also possess the ability to work in a team environment.

All applicants will need to be available to work Monday through Friday from 8:00 a.m.- 6:00 p.m., and available to work on nights, weekends, and before or after business hours as needed.

Other skills that could identify a standout candidate would be an understanding of VLANS, DHCP, DNS, switching and basic routing. Also, experience managing Windows Active Directory, including managing user access to resources via Group Policy, experience with NAS appliances, direct attached SAS storage and iSCSI is a plus.

Salary: The starting salary for an ASCA falls within a range of **\$40,736** (Grade 5, Step 1) to **\$80,243** (Grade 9, Step 10) per annum. The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position offers federal government employment benefits, including participation in health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Conditions of Employment: Applicants must be U.S. citizens or eligible to work in and for the United States. Appointment to this position is contingent upon successful completion of an FBI name and fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will, are not covered by the Civil Service Reform Act, and can be terminated with or without cause.

How to Apply: Qualified persons may apply by submitting a **letter of interest outlining their experience, resume, and three professional references in a single Adobe PDF format**. An email confirming receipt of the PDF will be sent to all applicants. **Applications must be received by 5:00 p.m. on Friday, March 6, 2026.** Submissions that are incomplete or fail to follow the instructions above will not be considered.

Please send your submission to attention:

Office of the Federal Defender, Middle District of Florida
Evelyn Langston, Human Resources Manager
FLM_HumanResources@fd.org

Only those selected for interview will receive further communication.

The FPDO provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The FPDO is a branch of the U.S. Courts, an **Equal Opportunity Employer**, and operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide indigent defense services in federal criminal cases and related matters in the federal courts. We provide equal opportunity for all qualified people who desire to use their skills and abilities in our workplace on behalf of our clients, regardless of gender, sexual orientation, race, ethnicity, nationality, religion, or disability.