



**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 #2026-013

Posting: February 4, 2026

Duty Station: Tampa or Orlando, 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)** with a strong focus on litigation support and trial technology. Duty station available is either Tampa or Orlando, Florida and will be determined by the best candidate.

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.

This ACSA role is designed to work side-by-side with case teams, helping attorneys, investigators, and paralegals understand, organize, analyze, and present discovery using the litigation technology tools available in our office. This role emphasizes hands-on collaboration, creativity, training, and trial preparation. The ideal candidate is outgoing, adaptable, comfortable working directly with case teams, and enjoys helping others translate complex technical information into practical courtroom use.

Travel will be required, primarily within the Middle District of Florida, with occasional out-of-state travel for training or conferences. Limited telework may be available on a discretionary basis, subject to supervisor approval and operational needs.

Core Responsibilities:

- Litigation Support & Case Team Collaboration
 - Work directly with attorneys, investigators, and paralegals to help them open, understand, organize, and use discovery materials for hearings and trial.
 - Assist case teams in preparing discovery for litigation and courtroom presentation, including identifying effective ways to visualize, explain, and present evidence.
 - Support the use of litigation support tools for document review, analysis, production, and presentation.
 - Assist with preparation of trial exhibits, timelines, graphics, audio, and video.

- Serve as a trusted technology partner to case teams throughout the lifecycle of a case.
- Training
 - Train case teams on litigation support tools and other IT tools, workflows, and best practices.
 - Lead small-group and larger training sessions, including presentations and demonstrations.
 - Assist in developing training materials, reference guides, and practical workflows tailored to real case needs.
 - Provide one-on-one coaching to help users build confidence and proficiency with available tools.
- Forensic Support
 - Assist attorneys and case teams with forensic report review, extraction, and analysis.
 - Work with outputs generated by tools such as Cellebrite, Magnet Axiom, FTK, and GrayKey.
 - Prior experience with forensic tools is preferred; on-the-job training is available.
- Provide on-site and remote technical support as needed.
- Assist with basic troubleshooting related to litigation technology and trial preparation environments.
- 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. Limited telework may be available in accordance with office policy and operational needs, as determined by the supervisor.

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 **\$116,362** (Grade 12, 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.