



# Federal Public Defender District of Puerto Rico

Position Announcement # 2026-11  
**ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR**

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## **WORK THAT MATTERS. DEFENSE THAT CAN'T BE BOUGHT.**

The Federal Public Defender for the District of Puerto Rico is accepting applications for a full-time Assistant Computer Systems Administrator ("ACSA").

### **WHY THIS OFFICE IS DIFFERENT**

We're not a bureaucracy pretending to care about indigent defense. We're 50+ people who've chosen this work because we believe everyone deserves a fierce advocate, regardless of their bank account. Our 30+ attorneys range from brilliant lawyers fresh from clerkships to seasoned litigators, and we invest heavily in making everyone better through mentorship, training, and collaboration.

Technology isn't an afterthought here, it's part of how we litigate. The ACSA is the person who makes that possible. You'll help keep our litigation infrastructure running, manage large-scale electronic discovery, support attorneys and staff across every phase of case preparation, and help us evaluate and implement tools that sharpen how we investigate, prepare, and try cases. When our team is brainstorming theories, workshoping suppression hearings, and running mock trials, you're the reason the technology works seamlessly and is embedded in everything we do.



### **THE PLACE**

San Juan, the vibrant capital city of Puerto Rico, is a hub for music, food, and culture. It's dotted by parks, beaches, concert venues, and museums, and close to rainforests, bioluminescent bays, and secluded islands -- a combination of rich history, astonishing scenery, and warm people that make it an easy place to call home. Whether you're exploring the cobblestone streets of Old San Juan, catching live music at outdoor venues, or taking weekend trips to El Yunque's waterfalls and the pristine beaches of Culebra, the island offers an enviable quality of life that makes the distinction between work and home feel less like balance and more like integration.

### **DEFINITION**

The ACSA receives technical guidance from the Computer Systems Administrator ("CSA") and assists the CSA in all aspects of the administration of an integrated Windows Server network over a Wide Area Network ("WAN"). Responsibilities include, but are not limited to, answering routine computer questions,

resolving user hardware and software issues, diagnosing and resolving systems and networking problems, assisting in the training of software and equipment use, maintaining technological equipment, and providing litigation support. In collaboration with the CSA, the ASCA will anticipate and plan for new technological needs. The ASCA will also perform other duties, as assigned

#### **REQUIREMENTS & QUALIFICATIONS**

The candidate must be a high school graduate or the equivalent, with a bachelor's or master's degree in a relevant field preferred but not required. Must have three years of general experience which provided working knowledge of automated systems and two years of specialized experience with comprehensive knowledge of computer systems administration principles, practices, methods and techniques, skill and judgment in the analysis of systems problems. Proficiency in using and supporting Apple products and video editing software; word processing software (MS Word) and similar office tools (Excel, PowerPoint, Access); Trial Director, and proficiency in using and supporting HTML programming and/or similar web design software. The successful candidate will also have the ability to prioritize multiple tasks and follow detailed instructions, the ability to communicate effectively orally and in writing to a variety of level end users, and the ability to create and maintain system and user documentation as necessary. Frequent travel, including overnight travel, is required.

Legal office experience, and experience in the administration of Windows 2019 Server and Windows 11 desktop operating systems, knowledge of a virtualized infrastructure using Microsoft Hyper-V; Group Policy, Active Directory, Trend Micro Apex One/Central, Palo Alto Hardware Firewalls, SAN/NAS, Global Protect VPN, network back-up software, Cisco Jabber, Microsoft Office, and Microsoft Team Veritas Backup Exec is highly preferred. MS certification is also highly desired.

#### **CONDITIONS OF EMPLOYMENT**

Appointment to this position is contingent upon successfully completing an FBI name and fingerprint check. Federal Public Defender employees are members of the judicial branch of the government and are considered "at will." This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. You must be a U.S. citizen or person authorized to work in the United States.

#### **SALARY AND BENEFITS**

This position is full-time with a comprehensive benefits package that includes health and life insurance, vision and dental benefits, flexible spending accounts, paid time off, sick leave, paid leave for all federal holidays, and participation in the Federal Retirement System and Thrift Savings Plan (TSP with up to 5% government matching contributions).

#### **APPLICATION PROCEDURES**

In **one** PDF document, please submit a letter of interest, résumé, and three references to:

Federal Public Defender, District of Puerto Rico, Selection Committee

At: [candy\\_d\\_carbaugh@fd.org](mailto:candy_d_carbaugh@fd.org).

Email subject line should read: **2026-11 - ASCA**

**Applications to be considered must be received by July 15, 2026.** This position will remain open until filled and is subject to the availability of funding.

**The Federal Public Defender for the District of Puerto Rico Is an Equal Opportunity Employer. We seek to hire individuals who will promote the diversity of the office and federal practice.**