

**FEDERAL PUBLIC DEFENDER
DISTRICT OF NEW MEXICO**

Melissa Morris
Supervisory Assistant
Albuquerque Office
111 Lomas NW, Suite 501
Albuquerque, NM 87102
Tel (505) 346-2489
Fax (505) 346-2494

Margaret A. Katze
Federal Public Defender
Albuquerque

Barbara A. Mandel
Supervisory Assistant
Las Cruces Office
506 S. Main, Suite 600
Las Cruces, NM 88001
Tel (575) 527-6930
Fax (575) 527-6933

**POSITION ANNOUNCEMENT
2026-13**

Position: Assistant Computer Systems Administrator

Location: Las Cruces, NM

Opening Date: July 8, 2026

Closing Date: August 9, 2026

Target Start Date: September 2026

Office Website: <https://nm.fd.org/>

Salary Range: JSP 9 – 12 (Salary and position commensurate with experience)

The Federal Public Defender for the District of New Mexico is seeking a full-time Assistant Computer Systems Administrator in the Las Cruces office. The mission of our office is to provide high quality, effective, and ethical legal representation to our clients charged with federal crimes. We are an equal opportunity employer. We seek to hire individuals who will promote the diversity of the office and federal practice.

Duties and Responsibilities:

The Assistant Computer Systems Administrator (ACSA) provides specialized and routine user support services, including training; resolving issues with hardware, software, peripheral equipment, and data communications systems. The ACSA reports directly to the Supervisory Computer Systems Administrator (SCSA) in the Las Cruces, NM office. The ACSA will work closely with all staff to fulfill the mission of a very fast-paced legal office. The Information Technology team supports about 80 end-users in two offices.

The ACSA provides excellent customer service; resolves Microsoft Office Suite and Adobe Acrobat issues; installs software and programs for Microsoft Windows; utilizes Ivanti Management Console for remote connections, software provisioning and system patching; resolves VPN connection issues; resolves hardware and software issues, including printers; assists with installation of servers and network equipment; manages inventory control for all IT property; provides testing and user training on new systems and equipment; traces and identifies sources of system failures and errors; performs system maintenance activities; provides security monitoring; conducts audits and evaluations of automated systems and existing software applications; periodically prepares reports of work activities and meets with SCSA and IT team to establish department priorities; makes recommendations to the SCSA on system improvements; assists staff attorneys and investigators with the preparation of matters for trial using PC-based automation applications, and other types of litigation support; prepares and arranges offices/workstations for employees/interns/volunteers; and performs any other duties as assigned. Duties and responsibilities will progress as the needs of the office change. Access to certain systems will be restricted until background investigation and six-month probationary period is complete.

Required Qualifications:

- Applicants must have a strong, reliable, self-motivated work ethic, and an ability to work well with minimal supervision.
- Three years of general experience and two years of specialized experience with computer systems, administration principles, practices, methods, and techniques.
- Hands-on experience working in a help desk function providing support to end users and configuring desktops and laptops for deployment in a network environment.
- Must have a valid driver's license and ability to travel overnight as needed for interoffice support and training. Ability to travel out of state for national CSA/ACSA conferences and training.
- Must be extremely detail and policy oriented, have a demonstrated work history of dependability, handle

confidential matters with discretion, and consistently demonstrate sound ethics and judgement.

Preferred Qualifications:

- Experience in a law firm or with litigation support and software programs.
- Experience with office confidentiality clauses.
- Experience installing and repairing automation hardware, software, and basic network administration.
- Experience supporting telephone and voice-mail systems.
- Experience with AI tools, systems, and applications.
- Ability to analyze and make recommendations for process improvements.

Physical Demands and Work Environment:

Candidates must be physically capable of meeting the requirements of the job, which may frequently include moving and/or lifting items up to 50 lbs. While performing the duties of this job, the individual is regularly required to sit, stand, walk, bend, stoop, kneel, talk, hear, have manual dexterity, and reach with hands and arms. Work time is routinely spent in a Mon-Fri 8am-5pm office environment. Work outside normal business hours and/or on weekends may occasionally be required. Minimal telework may be allowed for certain trainings and/or projects. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

Salary and Benefits:

This is a full-time, at-will position within the federal judiciary. The salary range is JSP 9/1 at \$61,722 to JSP 12/1 at \$89,508, based on experience and qualifications. The position includes a comprehensive benefits package, featuring health, dental, vision, and life insurance; 13 to 26 days of earned annual leave depending on years of service; 13 days of earned sick leave per year; and 12 weeks of paid parental leave after one year of service. Employees also receive 11 paid federal holidays, participate in the Federal Employees Retirement System (FERS), and may contribute to the Thrift Savings Plan (TSP) with up to 5 percent government matching. The position is eligible for Public Service Loan Forgiveness (PSLF), access to the Employee Assistance Program (EAP), access to wellness resources and programming, credit for prior federal service, and regular continuing education opportunities.

How to Apply:

Interested applicants should submit a single pdf document that includes a cover letter, resume, and three references via email to the attention of:

Michelle Dworak, Administrative Officer
FDNM-HR@fd.org
Subject: 2026-13 ACSA

Application Deadline: Applications reviewed on a rolling basis with priority given to those who apply by August 9, 2026. The position will remain open until filled and is subject to funding availability. Please, no phone inquiries. Only candidates selected for an interview will be contacted.

Conditions of Employment:

This is a high-sensitive position. Employment is subject to a full background investigation, including an F.B.I. name check, a financial credit and fingerprint check, and subsequent favorable suitability determination for employment. This position is part of the excepted service and does not carry Civil Service tenure. U.S. citizenship or authorization to work in the U.S. and receive compensation as a federal employee is required. Salary is paid via direct deposit.

Commitment to Diversity, Equity, & Inclusion:

Our office values diversity and is committed to equity and inclusion. We aspire to embody values of mutual respect, collaboration, openness, and humility that honor the people we represent. Our representation is better when members of the defense team and staff members have diverse backgrounds and experiences. In our hiring, we seek individuals who share these values. We embrace the unique backgrounds, social identities, and lived experiences our employees bring to our office. We are interested in applicants' talent, diligence, and desire to see that all people are treated fairly and respectfully – no matter the allegation or circumstance.