

Assistant Computer Systems Administrator

The Federal Public Defender for the Northern District of Texas is seeking a highly motivated **Assistant Computer Systems Administrator** with a background in **artificial intelligence, programming, and IT systems support**. This role is ideal for a tech-savvy candidate who can combine traditional systems administration with modern AI tools, automation, and coding skills to improve office operations and technical efficiency.

The ideal candidate will have experience supporting users, maintaining networks and computer systems, and working with AI technologies, scripting, and software development.

Job Duties: The ACSA will be responsible for working in a Windows 11/Server 2019/2022 environment and have expertise in the following areas:

- Provide technical support and troubleshooting assistance to office staff
- Maintain and support office networks, computer systems, and connected devices
- Assist with system administration, user accounts, permissions, and cybersecurity procedures
- Develop, maintain, and improve scripts, automation tools, and software solutions
- Collaborate on AI-related projects, process automation, and technical innovation initiatives
- Monitor system performance and troubleshoot hardware, software, and network issues
- Install, configure, and update hardware, operating systems, and applications
- Help maintain technical documentation, system records, and IT inventory

Required Skills & Qualifications

- Some background in **programming/coding** and software troubleshooting
- Knowledge of **AI tools, machine learning concepts, automation, or AI-assisted workflows**
- Some proficiency in scripting or programming languages such as Python, JavaScript, PowerShell, or similar
- Experience with Microsoft Windows Servers (2019, 2022, Hyper-V), including virtual machines and physical server-class hardware
- SAN/NAS storage and backup appliance administration, maintenance and support
- Microsoft Windows 11 desktops and laptops, including remote and in-person support
- Active Directory user, computer, and group management
- LAN switch and firewall configuration and administration
- Strong user support and help desk experience

- Familiarity with Windows environments, office networks, and cybersecurity best practices
- Excellent analytical, communication, and problem-solving skills
- Ability to work independently and manage multiple technical projects

Preferred Qualifications: The applicant must have a high school diploma or equivalent with at least 3 years of general expertise in the areas described above. They should be a highly-motivated worker with the ability to prioritize tasks and demonstrate a work history of dependability. Law office and federal experience is a plus but not required.

Travel is required. The Northern District of Texas covers a 96,000 square mile area and encompasses seven separate divisions. The Northern District runs from the tip of the Panhandle down through the plains of Lubbock to the big country of Abilene and San Angelo. The district boundary then turns east to the Dallas-Fort Worth metroplex and up to Wichita Falls. You will be constantly collaborating with lawyers and support staff in other divisions.

Salary and Benefits: The starting salary for the position generally falls within a range of \$67,100 to \$126,502. The position is full-time with federal benefits. The applicant will be expected to be on-site in our Dallas or Ft. Worth offices but will have the opportunity to telework on occasion. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. A final offer of employment is subject to a background check. This position is classified as a high-sensitive position. Appointment and retention is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check, as well as a credit check. Proof of U.S. citizenship is required.

Application Process: To apply, in one PDF document, submit a letter of interest, resume, and at least 3 employment references to:

Jacqueline Bunkley, Administrative Officer TXN_Employment@fd.org

Subject line reference: “**2026-05 ACSA Position**”

No phone calls please. Applications submitted by fax or mail will not be considered. Only those selected for an interview will be contacted. Applications received under this announcement may be considered for vacancies occurring within 90 days after position is filled. Please refer to <https://txn.fed.org/employment> for more details.

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