OFFICE OF THE FEDERAL PUBLIC DEFENDER
MIDDLE DISTRICT OF PENNSYLVANIA

POSITION ANNOUNCEMENT

ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR
SCRANTON or WILLIAMSPORT, PENNSYLVANIA

The Office of the Federal Public Defender for the Middle District of Pennsylvania is hiring an Assistant Computer Systems Administrator (ACSA). We are a mission-driven office that represents people in federal criminal cases and post-conviction proceedings. Our work is demanding, collaborative, and high-stakes, and technology plays an important role in how our teams prepare for court, investigate, and represent our clients.

This full-time position may be based in *either* our Scranton or Williamsport office and reports to the Computer Systems Administrator (CSA). The ACSA will provide technology and litigation support across our Harrisburg, Scranton, and Williamsport offices, so regular travel throughout the district is an essential part of the position.

QUALIFICATIONS

The ACSA will provide in-person and remote technical support; install, configure, deploy, maintain, and troubleshoot computers, mobile devices, software, and peripherals; support user accounts, networks, servers, storage, backups, endpoint management, VPN and secure remote access; assist with cybersecurity, software deployment, equipment planning, and staff training; and travel throughout the district to address technology needs.

Litigation technology is also an important part of the position. The ACSA will help case teams manage electronic discovery and digital evidence, support evidence-review platforms and databases, develop workflows for large or technically complex cases, and prepare and operate technology for trials and hearings. The ACSA may also assist with automation, artificial intelligence, and other emerging technologies.

We strongly prefer an associate or bachelor's degree in computer science, information technology, cybersecurity, systems administration, or a related field. A combination of relevant technical certifications and practical IT experience will also be considered. Competitive candidates will have experience in several of the following:

- Windows, Microsoft 365, user accounts and permissions, and endpoint administration;
- TCP/IP networking, VPN and remote access, network switches, virtualization, storage, and backup systems;
- Cybersecurity, access controls, system monitoring, and secure handling of sensitive data;
- Desktop and laptop deployment, troubleshooting, imaging, patching, mobile-device management, and hardware support; and
- Electronic discovery, evidence-review platforms, databases, audiovisual systems, or courtroom presentation technology.

Familiarity with AI technologies, generative AI, or Local large language model (LLM) environment is a plus but not required. While we don't expect candidates to know every technology our office uses, we're looking for someone with a strong technical foundation who can diagnose unfamiliar problems, learn new systems, communicate technical information clearly, document their work, and exercise sound judgment. The position also requires the ability to move and install computer and audiovisual equipment, with reasonable accommodations available as appropriate.

Our office is committed to a workplace grounded in mutual respect, collaboration, and humility. The selected candidate must be a team player who is patient, responsive, organized, and able to protect highly confidential client and case information.

SALARY AND BENEFITS

This is a full-time position. Starting salary depends on the applicant's experience and education. The selected candidate will also receive a comprehensive benefits package that includes generous insurance coverage, dependent and long-term insurance programs, flexible spending accounts, commuter benefits program, earned paid time off, mandatory participation in the Federal Employees Retirement System, optional participation in the Thrift Savings Plan retirement account with up to 5% agency matching contributions, and an Employee Assistant Program. This position is subject to mandatory electronic transfer of pay (direct deposit).

After a 6-month immersive onboarding, limited telework may be available consistent with office policy and operational needs. Employment is contingent upon the successful completion of an FBI fingerprint and background check.

HOW TO APPLY

We strive to make the hiring process transparent. Here's what you can expect:

1. **Application Submission:** Interested applicants should submit a single pdf document that includes a cover letter, resume, and list of references to Lorianne Link, Personnel Administrator, at lorianne_link@fd.org.

2. **Application Review:** Applications are being reviewed **beginning November 16**, and the position will remain open until filled. You may assume the position remains available while this listing is active.

3. **Initial Interviews:** Selected candidates will be invited for an in-person interview.

4. **Assessments/Reference Checks:** We will reach out to references and assess all interviewed candidates. Though we do not anticipate a second round of interviews, we reserve the right to request a more in-depth interview if desired.

The Office of the Federal Public Defender for the
Middle District of Pennsylvania is an Equal Opportunity Employer.