



OFFICE OF THE FEDERAL PUBLIC DEFENDER DISTRICT OF CONNECTICUT

ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR 2026- 03

Hartford, Connecticut

Application deadline: **Opened Until Filled**

ABOUT US

The Federal Public Defender for the District of Connecticut is a law office that provides legal representation to persons charged with committing federal crimes who cannot afford to hire a private attorney. We represent the accused from arrest through trial and appeal, including the U.S. Supreme Court.

We are attorneys, paralegals, investigators, mitigation specialists, office administrators, and information technology specialists. Our team fosters interdisciplinary skill sets that ensure compassionate and comprehensive representation. We work together to uphold every person's right to be presumed innocent, to have a fair trial, to mitigation, and to have a fair sentence, if convicted. Our defense is vigorous, both at trial and on appeal. We advocate for humane sentences through client-centered representation, which honors an individual's lived experience.

Our Commitment to Diversity, Equity, Inclusion, and Justice: We are committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent. Our commitment to inclusion is integral to our commitment to a fair justice system. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions our employees can bring to our office because of their backgrounds, social identities, and life experiences. We know that the best legal representation occurs through a diverse, collaborative, and inclusive workforce.

THE OPPORTUNITY

The Federal Public Defender for the District of Connecticut is seeking an Assistant Computer Systems Administrator (ACSA) to join our office in June 2026. This position supports the day-to-day Information Technology operations of the Hartford and New Haven offices and works under the technical direction of the Computer Systems Administrator (CSA).

The ACSA provides frontline technical help desk support to office staff and assists with the operation, security, and maintenance of an integrated wide area Windows network environment. The position supports Windows desktops and servers, Microsoft 365 applications, Active Directory, endpoint management, network-attached storage, backups, endpoint security, hardware deployment, documentation, and general IT operations.

The ACSA also assists with litigation technology, e-discovery, discovery management workflows, document review tools, case-related software, and related user training. The position helps maintain confidentiality, integrity, availability, and security of office systems and data.

The successful candidate must have strong customer service skills, sound technical judgment, the ability to work independently and collaboratively, and a willingness to learn new technologies relevant to the office environment.

PRIMARY RESPONSIBILITIES

- Provide professional on-site and remote help desk support to end users in a legal and federal government environment, including support for hardware, software, mobile devices, printers, account access, and network connectivity issues.
- Support Microsoft Windows 11 and Microsoft 365 applications, including Outlook, Teams, Word, Excel, OneDrive, SharePoint, and other Office applications.
- Assist with workstation imaging, software installation, patch deployment, and endpoint configuration using enterprise management tools.
- Assist with basic support and troubleshooting of network infrastructure, including switches, routers, wireless access points, cabling, network connectivity, and related hardware.
- Utilize endpoint management platforms such as ManageEngine Endpoint Central, Ivanti Unified Endpoint Manager, or similar tools.
- Support endpoint security tools, including antivirus, anti-malware, device protection, monitoring, and reporting platforms.
- Assist with basic administration and support of Windows Server, Hyper-V, Active Directory, Group Policy, file shares, user accounts, and permissions.
- Support shared storage, file access, mapped network drives, and network-attached storage systems, including Synology NAS or similar technologies.
- Assist with backup monitoring, basic backup administration, and file recovery processes.
- Support litigation technology, e-discovery, discovery management, document review, trial presentation, and case-related software.
- Assist with WordPress website administration, content updates, and related technical support as needed.
- Assist with user office technology training, Microsoft 365, cybersecurity practices, litigation support tools, and discovery workflows.
- Help maintain accurate technical documentation, user guides, asset records, support notes, and standard operating procedures.
- Perform other duties as assigned.

QUALIFICATIONS

Candidates must exercise a high level of discretion and maintain confidential information in strict confidence. The successful candidate must have strong planning, organizational, communication, and interpersonal skills, and must be able to work collaboratively with attorneys, investigators, administrative staff, and other members of the office.

Candidates must be able to recognize and analyze technical problems, recommend practical solutions, and provide professional support to users with varying levels of technical experience. A commitment to public service, teamwork, and supporting the defense of indigent persons in federal criminal proceedings is essential.

EXPERIENCE AND EDUCATION

Applicants must be high school graduates or equivalent. Applicants should have at least four years of general experience in the information technology field, including at least three years of specialized experience in help desk, desktop support, or endpoint management roles, and at least one year of experience imaging, configuring, and deploying end-user hardware.

Preference will be given to applicants with a bachelor's degree or graduate degree in Computer Science, Information Technology, Information Systems, Cybersecurity, or a related field. Relevant technical certifications will be considered, including CompTIA, Microsoft 365, Cisco, ITIL Foundation, CEDS, or comparable certifications.

REQUIREMENTS

- Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check, and an IRS tax check.
- Applicants must possess a valid driver's license, maintain automobile insurance, and be able to use a personal vehicle for occasional business travel. Mileage is reimbursable.
- Applicants must be available to work nights, weekends, and before or after normal business hours as required.
- The position requires the ability to lift and/or move computer equipment weighing up to 50 pounds.

SALARY AND BENEFIT DETAILS

This is an Excepted Appointment, full-time position with federal benefits. Salary is commensurate with experience and qualifications within the general salary ranges of JSP Grade 9, \$69,642 to JSP Grade 12, \$100,992.

The position offers federal employment benefits, including paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan, and participation in the Thrift Savings Plan (401k). Salary is payable only by Electronic Funds Transfer, also known as direct deposit.

HOW TO APPLY

To apply for this position, please submit an email containing three separate PDF's documents: a letter of interest, your resume, and three references. Please send the email to CTX_hiring@fd.org and include the job announcement number in the subject line.

We especially encourage applications from members of the BIPOC community, people affected by the criminal legal system, and people from other underrepresented and historically marginalized groups. We are interested in applicants' talent, intelligence, dedication, and desire to see that all people are treated fairly and respectfully, no matter the allegation or circumstance.

The Federal Public Defender for the District of Connecticut is an equal opportunity employer.