

**POSITION ANNOUNCEMENT 26-06**  
**ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR**

Office of the Federal Public Defender  
Western District of Texas (**Austin**)

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**THE FEDERAL PUBLIC DEFENDER** for the Western District of Texas is accepting applications for the position of Assistant Computer Systems Administrator (ACSA), to be stationed in the Austin office. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

**Requirements.** To qualify for the position of ACSA, a person must be a high school graduate or the equivalent and have at least three years of general experience, which provided a working knowledge of automated systems, and two years of specialized experience, and comprehensive knowledge of computer systems administration principles, practices, methods, and techniques. A bachelor's degree is preferred. The candidate must be highly proactive, self-motivated, and detail-oriented, with strong organizational abilities. They should demonstrate proficiency in learning and applying new technical skills and concepts, as well as the ability to quickly diagnose and resolve system issues. A strong client-service orientation and excellent communication skills are essential.

**Required Qualifications:**

- Strong hands-on experience supporting and administering Windows 11 desktop and laptop systems in an enterprise environment.
- Proficiency with Microsoft Office 365 installation, troubleshooting, and user support.
- Experience installing and troubleshooting hardware and software.
- Possess foundational network administration skills.
- Working knowledge of Active Directory for user account creation, maintenance, and access management.
- Experience with enterprise backup solutions (e.g., Backup Exec), including monitoring, job administration, and data recovery.
- Familiarity with enterprise antivirus platforms, including deployment, updates, and ongoing maintenance.
- Demonstrated ability to deliver exceptional end-user support for both software and hardware issues.
- Proven ability to work independently with minimal supervision, demonstrating strong initiative, sound judgment, and effective time-management skills.

**Preferred Qualifications:**

- Proficiency in Windows Server administration, including hands-on experience managing Hyper-V virtualization environments.
- Experience administering and supporting Network Attached Storage (NAS) systems.
- Capability in creating, customizing, and deploying Windows 11 system images using tools such as Acronis and Universal Imaging Utility (UIU).
- Familiarity with litigation support software, such as Trial Director, CaseMap, and dtSearch, including setup, maintenance, and user support.
- Prior work experience in a law office environment, with an understanding of court operations, workflows, and legal processes.

Employment is subject to a satisfactory background investigation, including, but not limited to an FBI name and fingerprint check.

**Duties.** The ACSA provides both specialized and routine technical support to end users, including training and assistance with hardware, software, peripheral devices, and data-communications systems. The role also supports the daily administration and operation of an integrated Windows environment across a wide-area network (WAN). Working under the direction of the Supervisory Computer Systems Administrator (SCSA), the ACSA performs additional duties as assigned. position requires the ability to lift up to 50 pounds and involves frequent travel, including overnight trips.

**Primary Responsibilities:**

- Deliver user support services, including troubleshooting and resolving issues with hardware, software, peripherals, and connectivity.
- Assist in the administration, monitoring, and support of a multi-office Windows network environment.
- Participate in planning, imaging, configuring, and deploying Windows workstations.
- Support the testing, installation, and maintenance of firmware, software, and system patches.
- Develop, document, and maintain standard operating procedures for deployed automation systems.
- Maintain accurate inventory tracking, including auditing and lifecycle control.
- Assist with backup routines, disaster recovery processes, and antivirus monitoring.
- Support staff in trial preparation by leveraging IT-based automation tools and applications.
- Provide technical support to multiple offices within the Western District of Texas.

**Salary and Benefits.** The salary of an ACSA will be commensurate with the experience and qualifications, within a range from \$68,545 (JSP-9, Step 1) to \$92,023 (JSP-12, Step 1). The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position offers federal government employment benefits, including health and life insurance, retirement, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**How to Apply.** Qualified persons may apply by sending a letter of interest (mentioning announcement 26-06), résumé, and three references. Send completed application in a single PDF document named with applicant's "last name, first name-Announcement 26-06 Austin ACSA" by email to [TXW\\_Employment@fd.org](mailto:TXW_Employment@fd.org). Submissions sent directly to the Defender will not be considered. For applicants with disabilities, this organization provides reasonable accommodation, which is decided on a case-by-case basis. To request reasonable accommodation for any part of the application or interview process, contact personnel administrator Victoria B. Longoria at (210) 981-2081. More than one position may be filled from this announcement. Position announced February 2, 2026, subject to the availability of funds; open until filled.

***The Federal Public Defender is an equal-opportunity employer.***