

**FEDERAL COMMUNITY DEFENDER OFFICE
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

DEFENDER ASSOCIATION OF PHILADELPHIA
FEDERAL COURT DIVISION

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JOB ANNOUNCEMENT

**ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR
(One Position)**

Open Date: August 3, 2026

Close Date: When Filled

The Federal Community Defender Office for the Eastern District of Pennsylvania (the FCDO) has an opening for an Assistant Computer Systems Administrator (ACSA).

The FCDO represents indigent persons charged in federal cases from inception through appeal and conducts post-conviction litigation for indigent persons challenging state and federal convictions and sentences. The FCDO also has an active capital case practice, representing federal capital defendants at the trial stage as well as death-sentenced prisoners in all stages of federal habeas corpus proceedings. Our office is located in Philadelphia's vibrant Center City district, in the historic Curtis Center in Philadelphia, close to the federal courthouse and across from Independence Mall, the Liberty Bell and Washington Square Park.

THE ACSA POSITION AND JOB FUNCTIONS

The Assistant Computer Systems Administrator (ACSA) is a member of the Information Technology team responsible for providing technical support and assisting with the administration, maintenance, and operation of the office's enterprise technology environment. The ACSA helps ensure the reliable operation

of network infrastructure, servers, telecommunications systems, desktop computers, and business applications.

The ACSA provides technical support and guidance to staff regarding the effective use of computer systems, Microsoft Office 365, litigation support applications, and other technologies used for case preparation, presentation, document management, and daily operations. The position assists with technology initiatives, system deployments, IT procurement, documentation, security efforts, and improvements that enhance productivity and operational efficiency.

The ACSA provides desktop and systems support for Windows 11 environments, Microsoft Office 365, VPN technologies, endpoint security solutions, remote support platforms, and enterprise infrastructure including HPE servers, Cisco switches, and Cisco routers.

The ACSA should have knowledge of Microsoft Hyper-V virtualization technologies, including virtual machine management and high availability cluster environments. Experience with HPE SAN technologies, iSCSI storage, NIC teaming, DFS, and Volume Shadow Copy Service (VSS) is highly desirable.

QUALIFICATIONS REQUIRED

Candidates should have experience supporting Microsoft-based environments, including Active Directory, Group Policy, Windows operating systems, Microsoft 365, networking, virtualization, backup technologies, and enterprise applications. Experience with server administration, storage technologies, Cisco networking, cybersecurity tools, and litigation support applications is desirable.

Applicants with a bachelor's or advanced degree from an accredited college or university with concentration in computer or management information are preferred. Attention to detail, superior organizational skills, and the ability to work independently and as part of a team with a strong work ethic are required. Candidates must have the interest and ability to learn new skills. Education above the high school level in an accredited institution may be substituted for a portion of the applicants' general and/or specialized experience. The ACSA must be able to lift and/or move up to 50 pounds on a frequent basis.

APPLICATION PROCESS AND SALARY

Interested applicants should apply at [Federal Community Center Careers](#). Candidates will be interviewed on an ongoing basis until the position is filled. Applications received by **August 21, 2026**, will be given priority consideration. The starting salary will be based on education and experience, consistent with the current Judiciary Salary Plan. The salary range for this position is from Grade 9 Step 1 (\$68,013) to Grade 12 Step 10 (\$128,221). Kindly note that the filling of this position is subject to the funding restrictions and approval of the Administrative Office of the United States Courts.

The Federal Community Defender Office for the Eastern District of Pennsylvania is an equal opportunity employer. We are dedicated to promoting a professional work environment that supports and respects all employees and applicants without regard to race, color, gender identity, national origin, religion, or disability. All qualified applicants are encouraged to apply.