

FEDERAL PUBLIC DEFENDER

Southern District of Florida

www.fpdsouthflorida.org

Hector A. Dopico
Federal Public Defender

Location: Miami

Helaine B. Batoff
Chief Assistant

FEDERAL PUBLIC DEFENDER POSITION ANNOUNCEMENT ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR MIAMI OFFICE

Miami:

Abigail Becker
Christian Dunham
R. D'Arsey Houlihan
Bunmi Lomax
Supervising Attorneys

Helene Barthelemy
Sowmya Bharathi
Elizabeth Blair
Eboni Blenman
Micki Bloom
Anshu Budhrani
Paul Carson
Michael Caruso
Eric Cohen
Tracy Dreispul
MaeAnn Dunker
Daniel L. Ecarius
Sogol Ghomeshi
Jean-Pierre Gilbert
Alexandra Hoffman
Srilekha Jayanthi
Ashley Kay
Evan Kuhl
Ian McDonald
Kate Mollison
Leticia Olivera
Marisa Taney
Kate Taylor
Victor Van Dyke

Ft. Lauderdale:

Jan C. Smith,
Branch Supervisor
Bernardo Lopez,
Supervising Attorney

Andrew Adler
Huda Ajlani-Macri
Lori Barrist
Janice Bergmann
Brenda G. Bryn
Allari Dominguez
Margaret Y. Foldes
Sara Kane
Ta'Ronce Stowes
Wesley Wallace

West Palm Beach:

Peter Birch,
Branch Supervisor

Scott Berry
Caroline McCrae
Kristy Militello

Fort Pierce:

Kafahni Nkrumah
Renee Sihvola

The Federal Public Defender for the Southern District of Florida is accepting applications for the position of Assistant Computer Systems Administrator (ACSA) to be stationed in our Miami office. The Federal Public Defender, a branch of the United States Courts, an Equal Opportunity Employer, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

Requirements: Minimum qualifications for this position require a high school graduate or equivalent and possess three years of general experience working in the information technology field and two years of specialized experience with computer systems administration. Bachelor's or advanced degree from an accredited college or university in computer science, computer engineering, management information systems, information technology management or a closely related field is preferred. Experience providing desktop support to end-users is a must. Experience with law-office IT and litigation-support tools are highly desirable. Preference will also be given to applicants with experience in Microsoft Office 2019/365, Adobe Acrobat, Cellebrite, Axiom Forensic, Microsoft Outlook, MS Windows 11, Palo Alto Firewalls, Netwrix Auditor, Splunk, Trend Micro Apex One, Windows Server 2019, 2022 and 2025, Active Directory Domain Services (AD DS), Group Policy, DFS Replication, BitLocker, Storage Spaces, Print Management and File & Storages Services.

The ideal candidate for this position must have the ability to prioritize multiple tasks and follow detailed instructions, the ability to communicate effectively orally and in writing; the ability to create and maintain system and user documentation as necessary. All education, experience, training and certifications will be verified. Travel throughout the district is required, as well as overnight travel, irregular work hours, or working weekends or holidays when necessary. Additional requirements include possession of a valid driver's license, a reliable automobile and vehicle liability insurance. The duties

Miami

150 West Flagler Street
Suite 1500
Miami, FL 33130-1555
Tel: (305) 536-6900
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Ft. Lauderdale

One East Broward Boulevard
Suite 1100
Ft. Lauderdale, FL 33301-1842
Tel: (954) 356-7436
Fax: (954) 356-7556

West Palm Beach

250 South Australian Avenue
Suite 400
West Palm Beach, FL 33401-5040
Tel: (561) 833-6288
Fax: (561) 247-7094

Ft. Pierce

109 North 2nd Street
Ft. Pierce, FL 34950
Tel: (772) 489-2123
Fax: (772) 489-3997

associated with this position require the individual to be able to walk, sit, stand, talk, hear, touch, feel and reach. The individual must also frequently lift and/or move up to 50 pounds. Criminal defense work, federal court experience, and trial preparation experience is helpful but not required. Applicants must be United States citizens.

Duties: Duties for this position include, but are not limited to, providing user support services; network and desktop hardware and software installation, testing and training; troubleshooting, maintenance and repair of system equipment; answering routine computer questions, resolving user hardware and software issues, diagnosing and resolving systems and network problems. Provide support to staff attorneys, investigators, and paralegals in e-Discovery, computer forensics, and trial related automation issues. Assist and support users located in five separate offices spanning from Fort Pierce to Key West, Florida. This position assists and reports directly to the Computer Systems Administrator and provides assistance to CSA on all aspects of the administration of an integrated Windows Server network over a Wide Area Network (WAN). The ACSA will assist the CSA with server installation and maintenance, backup routines, disaster recovery, inventory control, equipment and supplies purchasing, virus\spyware protection measures, and other tasks as needed. Reports of work activities and regular meetings with supervisor are required and travel to other offices is required. The applicant must be able to perform each essential job duty satisfactorily. The job requirements are representative of knowledge, skill and/or ability required. A reliable vehicle and valid driver's license is required.

The selected candidate will be subject to a background check as a condition of employment and could be subject to an additional government security clearance on some cases.

Salary and Benefits: This is a full-time "at-will" position, and salary will be commensurate with experience and qualifications. The current salary band for this position ranges from **\$65,735** to **\$123,927** (JSP-9 to JSP-12). This position offers federal employment benefits, including health and life insurance, dependent and long-term insurance programs, flexible spending accounts, commuter benefits program, mandatory participation in the Federal Employees Retirement System, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply: No telephone calls please. Qualified persons may apply by submitting a letter of interest outlining experience, resume and two work references **[send in PDF format as one attachment]** to: Raisa.Gonzalez@fd.org.

Only applicants selected for an interview will be contacted. Hiring for this position is subject to the availability of funds in the final appropriation. Open Until Filled. All responses will remain confidential.

**The Federal Public Defender is an Equal-Opportunity Employer.
All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.**