FEDERAL PUBLIC DEFENDER,
DISTRICT OF NEVADA

POSITION ANNOUNCEMENT

Assistant Computer Systems Administrator

The Federal Public Defender, District of Nevada is accepting applications for an Assistant Computer Systems Administrator (ACSA) position. The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. §3006A, to provide defense services for indigent persons in federal criminal cases. This is a full-time position located in Las Vegas.

Requirements: The ACSA provides user support services (including training), and resolves hardware, software, peripheral equipment, and data communications issues. The ACSA assists in developing and implementing a technology plan focusing on security, quality control, procurement, productivity, and cost effectiveness. The ACSA assists the office with litigation support needs, creating and maintaining case management and trial presentation databases, works with vendors, and researches the latest methods and technologies. The ACSA also develops and maintains local technical and user documentation and provides support for a branch office in Reno, Nevada. Some travel is required.

Qualifications: 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. Experience in the following areas is required: PC/server hardware, computer networking, Microsoft Windows desktop operating systems, Microsoft Windows Server, Hyper-V, and Microsoft Office 365. Applicants must be a high school graduate or equivalent, with at least three years of general experience including two years of specialized experience and extensive knowledge of computer systems administration principles, practices, methods and techniques. Experience and knowledge of the various aspects of litigation support, courtroom presentations, case management, and operation of audio/video equipment is preferred. Additional requirements include the ability to work flexible hours. The duties with this position require lifting and moving boxes/equipment up to 50 pounds.

How to Apply: Qualified individuals should submit a single PDF that contains a resume and three professional references. This position will remain open until filled. Preference will be given to those who apply by November 23, 2026. Only applicants selected for an interview will be contacted. Please do not call or email regarding the status of your application.

Jennifer Yim
Human Resources Counsel
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The Federal Public Defender is an equal opportunity employer. Applicants must be a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.