

FEDERAL PUBLIC DEFENDER
MIDDLE and WESTERN DISTRICTS OF LOUISIANA LAFAYETTE
HEADQUARTERS
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POSITION ANNOUNCEMENT
Assistant Computer Systems Administrator

Posted: March 11, 2026

Closing date: until filled with priority going to applications received by April 13, 2026

The Office of the Federal Public Defender for the Middle and Western Districts of Louisiana is accepting applications for an Assistant Computer Systems Administrator, position to be stationed in the **LAFAYETTE OFFICE**, which is located at 102 Versailles Blvd., Ste. 816, Lafayette, LA 70501. The Office of the Federal Public Defender, which has staffed offices in Baton Rouge, Lafayette and Shreveport, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide court-appointed defense services in federal criminal cases to individuals unable to afford counsel.

Requirements. To qualify for this specific position applicants must: (1) a bachelor's degree in computer science, or related field and (2) three years of general experience involving automated systems. Two years of experience in litigation support and computer systems administration is preferred. Candidates should be highly motivated, detail-oriented, well organized and be willing and able to learn new technical concepts quickly, diagnose and resolve system issues efficiently, and communicate effectively.

Specialized knowledge and experience in the following areas is **required**:

- Troubleshooting Windows Operating Systems
- Microsoft Office and Adobe Acrobat support
- Experience installing and troubleshooting hardware and software.
- Possess a strong, general understanding of IT infrastructures.
- Assisting staff with trial preparation using IT applications.
- Proven experience providing exceptional support to users while working independently with minimal supervision, demonstrating strong initiative, sound judgment, and effective time-management skills.

Specialized knowledge, skill, and experience in the following areas is **preferred**:

- Hands-on knowledge of document review platforms and eDiscovery databases.
- Certification in one or more digital forensics tools, such as FTK, Axiom, or Cellebrite;
- Previous experience working in a law office and understanding court functions, processes, and operations.

Applicants should have a valid driver's license and may be required to travel to other branch offices or courthouses to provide support. The ability to lift 50 pounds is required. Applicants must be a U.S. Citizen. Employment is subject to a satisfactory background investigation, including, but not limited to an FBI name and fingerprint check.

Salary and Benefits. The position is a full-time position with federal benefits and salary commensurate with professional experience and qualifications. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary dependent upon applicant's qualifications and professional experience. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by sending the following, in **one** PDF document, to dustin_talbot@fd.org: (1) letter of interest; (2) resume with three professional references; and (3) completed AO78 Application for Judicial Employment found here: <https://www.uscourts.gov/sites/default/files/ao078.pdf>

This position is contingent on the availability of federal funding. Only those granted an interview will be contacted. No phone calls.

The Office of the Federal Public Defender is an equal opportunity employer.