

FEDERAL PUBLIC DEFENDER
MIDDLE and WESTERN DISTRICTS OF LOUISIANA
LAFAYETTE HEADQUARTERS
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POSITION ANNOUNCEMENT
**Assistant Computer Systems Administrator/
Litigation Support Specialist**

Posted: March 2, 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, with a concentration in litigation support, position to be stationed in the **SHREVEPORT OFFICE**, which is located at 300 Fannin Street, Ste. 2199, Shreveport, LA 71101. 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 applicants must: (1) have a high school diploma or equivalent (2) three years of general experience involving automated systems and (3) two years of experience in litigation support and computer systems administration. A bachelor's degree 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. Applicants should have a valid driver's license and may be required to travel to other branch offices or courthouses to provide support.

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

- Experience administering and troubleshooting litigation support tools such as Axiom, Web Preserver, Camtasia, CaseMap, dtSearch, Adobe Acrobat, and Trial Director.
- Excellent understanding of file types subject to eDiscovery (e.g., e-mail, PDF, MS office, .zip, .pst)
- Assisting staff with trial preparation using IT applications.
- Troubleshooting Windows Operating Systems
- Microsoft Office support
- Experience installing and troubleshooting hardware and software.
- Possess a strong, general understanding of IT infrastructures.
- 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 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.

Duties. The ACSA-Litigation Support Specialist (ACSA-LSS) delivers hybrid user support services, including end-user training, troubleshooting hardware and software issues, and providing specialized assistance with litigation technology. Responsibilities include organizing, maintaining, and managing access to electronic case materials; supporting trial preparation and case-related technological needs; and ensuring effective use of litigation support tools. The ACSA-LSS helps staff access critical information reliably and efficiently throughout all stages of a case. Additionally, the ACSA-LSS will assist with maintaining inventory, developing and maintaining documentation, and developing initiatives to advance and improve the office's use of technological tools for litigation purposes. The ACSA-LSS will also perform other duties, as assigned. The ACSA-LSS assists

the Computer Systems Administrator (CSA). The ability to lift 50 pounds, and frequent travel, including overnight travel, is required.

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 betty_marak@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>

Only those granted an interview will be contacted. No phone calls.

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