

OFFICE OF THE
FEDERAL PUBLIC DEFENDER
MIDDLE DISTRICT OF TENNESSEE

Chief Federal Defender
Dumaka Shabazz

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VACANCY ANNOUNCEMENT No. 2026-11

Position: Term Assistant Computer Systems Administrator (ACSA) - Chapter 154 /
Opt-In Special Litigation Information Technology Unit
Location: Office of the Federal Public Defender, 164 Rosa L. Parks Blvd.,
Nashville, Tennessee
Position Type: Term Position (1 to 3 Years)
Application Deadline: Open until filled

The Federal Public Defender for the Middle District of Tennessee is accepting applications for a **Term Assistant Computer Systems Administrator (ACSA)**. This position is a **term appointment for one to three years**, funded specifically to support expanded technology, infrastructure, cybersecurity, and litigation-support needs arising under Chapter 154 of the Judicial Code (28 U.S.C. § 2261 *et seq.*).

Guided by an office philosophy of inspiration, connection, and empowerment, our office provides client-centered, technology-leveraged defense representation to indigent individuals, including death-sentenced clients in federal habeas corpus proceedings.

ABOUT CHAPTER 154 (OPT-IN) & THIS ROLE:

In July 2026, the State of Tennessee received certification under Chapter 154 ("Opt-In"), accelerating federal habeas litigation across a high-volume capital docket.

The successful candidate will serve as **Opt-In IT & Litigation Support Administrator**. Reporting to the Computer Systems Administrator (CSA), the Term Assistant Computer Systems Administrator (ACSA) is a dynamic position supporting stakeholders at all levels of the organization. The ideal candidate will have experience in supporting and developing networks and computer systems in a client-server environment. Providing technical infrastructure support, specialized database management, and secure remote-access solutions for incoming local and remote defense teams. This position will involve managing large volumes of digitized historical state-court records, maintaining secure local litigation-support tools, configuring hardware and software for specialized capital teams, and supporting high-stakes courtroom presentations.

In addition to traditional system support, the office is adopting and developing innovative, in-house AI technologies and workflows that further support the case lifecycle for our clients. The applicant should be familiar with services and hardware that support use of local AI tools.

REQUIREMENTS:

A high school diploma or equivalent is required. A bachelor's degree in computer science, information technology, cybersecurity, or a related field, along with relevant technical certifications (e.g., CompTIA Network+/Security+, Microsoft Certified Professional, or e-discovery certifications), is strongly preferred. Candidates must have at least two years of specialized IT support experience, preferably in a law firm, public defense office, court, or other legal environment.

The ideal candidate will demonstrate:

- Expertise in Windows Server administration, Active Directory, Office 365/Microsoft 365 administration, and enterprise network security.
- Hands-on experience supporting litigation technologies, e-discovery processing platforms, and trial presentation software, including Relativity, CaseMap, Eclipse, TrialDirector, Adobe Acrobat Pro, or similar systems.
- Strong proficiency in mobile device management, VPN and secure remote-access configurations, audiovisual technology, and encrypted data storage.
- Exceptional troubleshooting skills and sound technical judgment, with the ability to diagnose problems efficiently and train legal staff on technology platforms.
- Outstanding interpersonal skills and the ability to manage competing technical priorities in a fast-paced environment with demanding statutory deadlines.
- Knowledge of AI tools, machine learning concepts, automation, AI-assisted workflows, and services leveraging AI specific workflows and applications, such as:
 - Docker, vLLM, WhisperX, ollama, OpenWebUI, n8n, RAG, LLMs
- SAN/NAS storage and backup appliance administration, maintenance and support.

DUTIES:

- Configure, deploy, maintain, and troubleshoot desktop workstations, laptops, mobile devices, and secure remote-access connections for local staff and remote attorneys and investigators.
- Provide technical support and troubleshooting assistance to office staff
- Develop, maintain, and improve scripts, automation tools, and software solutions
- Support and integrate AI-based tools, platforms, and workflows within office operations
- Collaborate on AI-related projects, process automation, and technical innovation initiatives
- Install, configure, and update hardware, operating systems, and applications
- Coordinate with vendors and external IT providers when needed

- Assist in managing secure local databases and digital-evidence repositories containing extensive historical state-court records, documents, and media files.
- New user account provisioning and set up.
- Provide day-to-day technical support, network troubleshooting, hardware maintenance, and software installation across the office.
- Support trial and hearing technology, including courtroom audiovisual equipment, videoconferencing, and electronic presentation systems.
- Collaborate closely with the Computer Systems Administrator (CSA), administrative staff, and multidisciplinary litigation teams to ensure reliable IT operations and compliance with applicable Judiciary cybersecurity policies.
- Other duties as assigned.

SELECTION CRITERIA:

Successful applicants will demonstrate a strong commitment to public service, exceptional technical aptitude, passion for emerging technologies, and a collaborative approach to problem-solving. We seek highly organized, proactive, and dependable professionals who can thrive in a fast-paced environment supporting high-stakes litigation teams.

CONDITIONS OF EMPLOYMENT:

This is a **term position tied to specialized funding for Chapter 154 litigation for a duration of one to three years**. The selected candidate will be subject to a comprehensive background investigation, including FBI fingerprint checks, and must receive a favorable suitability determination.

Employees of the Federal Public Defender's Office are in the excepted service, are considered "at-will" employees, and are not covered by the Civil Service Reform Act.

Consistent with current appropriations law, applicants must be United States citizens or permanent residents seeking citizenship. See [Judiciary Citizenship Requirements](#).

SALARY AND COMPENSATION:

Starting salary is commensurate with experience and technical qualifications under the Judiciary Salary Plan (JSP 9–12), with a range of approximately \$60,000 – \$105,000, depending on experience and applicable local pay tables). Benefits include health and life insurance, retirement benefits, and participation in the Thrift Savings Plan. For details on benefits, visit [Judiciary Benefits](#). Salary is payable by direct deposit.

TO APPLY:

To apply for this specialized term position, please email a letter of interest, resume, and three professional references in a **single combined PDF document** with the subject line “**Term ACSA - Opt-In IT**” to Federal Public Defender Dumaka Shabazz at HR_TNM@FD.ORG.

Incomplete applications will not be considered. The position is open until filled. No phone calls, please.

The Office of the Federal Public Defender for the Middle District of Tennessee is an Equal Opportunity Employer. All qualified applicants are encouraged to apply.