

OFFICE OF THE FEDERAL DEFENDER

EASTERN DISTRICT OF TEXAS
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TYLER, TEXAS 75702

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POSITION ANNOUNCEMENT

ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

The Federal Public Defender for the Eastern District of Texas is now accepting applications for a full-time Assistant Computer Systems Administrator to be stationed in *Tyler, Texas*. The Office of the Federal Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide representation in federal criminal matters in the federal courts.

JOB DESCRIPTION: The Assistant Computer Systems Administrator (ACSA) provides user support services; network and desktop hardware and software installation, testing and training; troubleshooting, maintenance and repair of systems and equipment; and provides litigation support to staff in preparation for trials. This position assists the Computer Systems Administrator (CSA) located in the Tyler office and serves as a back-up to the CSA. The ACSA will also provide support to the branch offices located in Sherman, Frisco and Beaumont, Texas. Travel throughout the district may be required, as well as overnight travel, irregular work hours, or working weekends or holidays when necessary. Periodic reports on work activities and regular meetings with supervisors are required. The ACSA will assist in the implementation and execution of the automation plan, including security, quality control, productivity and cost effectiveness; develop local technical and user documentation; and perform property management responsibilities.

REQUIREMENTS AND QUALIFICATIONS: The successful applicant will demonstrate a comprehensive knowledge of computer administration principles, practices, methods and techniques as well as the ability to communicate orally and in writing. Applicants must be a high school graduate or equivalent, possess at least three years general experience and two years of specialized experience. Education from an accredited college or university, preferably with a concentration in computer science, management information systems or related field may be substituted for some of the required experience. Must be a US citizen or eligible to work in the United States. Duties associated with this position require the individual to be able to walk, sit, stand, talk, hear, touch, feel and reach and to frequently lift and/or move up to 50 pounds. Travel is required and the ACSA must have a valid driver's license. Excellent troubleshooting and written and verbal communication skills are required.

Experience in the following areas is required: PC hardware, Microsoft Windows operating system technologies, and Microsoft Office. Experience with Virtual Environments, Trend Micro Antivirus, electronic forensic software, VoIP telephony services, and hardware firewalls is desired. All application information is subject to verification, and all claimed experience, certifications, training and references will be verified. A final offer of employment is subject to an FBI background check, periodic re-investigations, and retention depends upon a favorable suitability determination.

Qualified persons are invited to apply by submitting a single pdf document that includes a letter of interest and resume listing at least three professional references no later than July 15, 2026, to TXE_HR@fd.org. The start date of this position is contingent upon availability of funds. Please, no telephone inquiries. Position open until filled.