

Office of the
Federal Public Defender
District of Wyoming

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POSITION ANNOUNCEMENT

Assistant Computer Systems Administrator

The Federal Public Defender (FPD) for the District of Wyoming is accepting applications for the position of Assistant Computer Systems Administrator (ACSA). The District of Wyoming consists of two co-joined offices, located in Cheyenne and Casper Wyoming. Applications will be accepted for either location.

Our office is committed to serving the distinct needs of our clients with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, nationality, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other statuses protected by law. [Click here](#) for more information.

The Federal Defender Organization operates under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals unable to afford counsel when prosecuted in federal court.

QUALIFICATION REQUIREMENTS

The minimum qualifications to apply for this position include:

- A high school diploma or equivalent.
- A valid driver's license.
- At least 5 years of professional work experience, which must include 2 years of specialized experience in an IT-related role, and 1 year in an office setting.
- Comprehensive knowledge of computer systems administration principles, practices, methods, and techniques.
- Experience with Microsoft product administration (Windows 11, Office 365, Server 2019 or newer, and Active Directory Domain Services).

Higher education credits and/or degrees may be used to substitute some experience requirements.

The ideal candidate should be a quick learner, curious, approachable, able to work independently with minimal supervision, and willing to adopt a proactive approach to

technical support. They should be able to perform tasks with patience and professionalism, utilizing excellent communication, critical thinking, and troubleshooting skills.

Preference may be given to applicants who have:

- A relevant bachelor's degree and/or industry certifications.
- Experience working in a law office.
- Experience with video and/or audio editing software.
- Experience using Adobe Acrobat Pro features.

All claimed experience, education, and certifications will be verified.

POSITION DETAILS

The ACSA reports to the Computer Systems Administrator (CSA) and is a day-to-day technical support role that ensures the proper operation of IT-related systems and equipment, conducts user training, manages office inventory, performs litigation support tasks, and assists the CSA with procurement recommendations, equipment maintenance, and broader initiatives.

Technical Support Responsibilities:

- Serve as the first point of contact for all technical support requests, including hardware, software, and network issues.
- Troubleshoot reported issues, ensuring timely resolution or escalation to the CSA.
- Install, configure, and update operating systems and applications.
- Perform account management tasks on various third-party platforms.
- Provide training for staff on the use of common software and equipment.
- Maintain the office IT equipment and supplies inventory.
- Follow established security protocols and assist in enforcing compliance with company IT policies.

Litigation Support and Discovery Management:

- Assist litigation team by processing digital case discovery, ensuring the confidentiality, integrity, and availability of all files.
- Use specialized software to complete specific tasks, such as video and audio editing, transcription, and/or translation.
- Prepare digital discovery documents for analysis by the litigation team.
- Attend court hearings and trials to assist litigation team with technical presentations.

CSA Assistance:

- Assist with software and equipment installations, upgrades, and maintenance.
- Assist in troubleshooting large scale issues impacting the district.
- Actively participate in district-wide initiatives, such as researching, configuring, and deploying new office assets.
- Recommend procurement of new software, hardware, and office equipment.
- Recommend updates to software, hardware, and environment configurations.

Note: The duties listed above are representative and not intended to be all-inclusive.

Additional Information:

The duties associated with this position require extended hours of sitting, standing, or working on difficult to reach equipment. The individual will frequently be asked to lift and/or move up to 50 pounds.

Some travel will be required, including some overnight stays. Most travel will be within the district but may include out-of-state training opportunities.

Irregular working hours, such as evenings and weekends, will occasionally be necessary.

SALARY AND BENEFITS

This is a full-time “at-will”, excepted service position, and the salary is commensurate with experience and qualifications as set by the 2026 Judiciary Salary Plan (JSP). The range is from \$61,722 (JSP Grade 9, Step 1) to \$89,508 (JSP Grade 12, Step 1). Salary is payable only by direct deposit.

Benefits include the Federal Employee Retirement System, Thrift Savings Plan (401(k)), paid annual and sick leave, 11 paid federal holidays, and health, life, disability, long-term care, dental, and vision insurances.

This position is eligible for up to 16 hours of telework per week.

HOW TO APPLY

Qualified persons should apply by submitting a letter of interest, a resume, and three professional references to WYX_Employment@fd.org with the subject “Assistant Computer Systems Administrator”.

Due to the high volume of applications anticipated, only candidates selected for an interview will be contacted. All responses will remain confidential. Interviews for this position will be held in person at either the Casper or Cheyenne offices. Candidates selected for an interview must travel at their own expense.

Employment is dependent on the availability of federal appropriations funds. Candidates offered employment will be subject to a federal background investigation, including an FBI name search and fingerprint collection.

This position will remain open until filled, with preference given to applications received by February 20, 2026.

The Federal Public Defender is an Equal-Opportunity Employer.