



FEDERAL PUBLIC DEFENDER

Northern District of Ohio



IS LOOKING FOR HIGHLY SKILLED

ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR CLEVELAND, OHIO

\$63,810 – \$120,301

Plus Excellent Benefits

Salary heavily dependent on prior experience and location

For Preferential Consideration, Apply By

June 30, 2025

(First Review, Open Until Filled)



WHY APPLY?

This is an exciting opportunity for anyone with a heart for public service and an interest in criminal law to join a dedicated team of professionals in one of the most vibrant locations in the country, Northeast Ohio! Located on the shores of Lake Erie, not only does Cleveland and our surrounding locations offer professional sports, but



also, the second largest theater district in the country, a world-class art museum, a world-class orchestra, and a national park with hiking, biking, kayaking, and fishing opportunities. If you are an Assistant Computer System Administrator interested in a rewarding career in public service, want to work as part of a team of professionals dedicated to a cause, hope to have a tangible impact on your community, and share our belief that no one should be defined by their worst day, this is the right position for you!

WHAT WE DO

Our mission at the Office of the Federal Public Defender for the Northern District of Ohio is to zealously represent and defend indigent citizens in order to preserve, protect and defend the principle of equal justice for all.

We do this in accordance with the Criminal Justice Act. We provide representation to individuals in federal criminal cases or under federal criminal investigation.



WHO WE ARE

We serve the northern 40 counties of Ohio along the coast of Lake Erie, from Pennsylvania to Indiana,



providing free legal defense to those who cannot afford it on their own.

We are attorneys, paralegals, investigators, office administrators, information technology specialists, and legal assistants, dedicated to defending our fellow citizens by providing them with legal counsel. We are zealous advocates for our clients, providing independent trial defense services free from outside influence. We represent every client within the guidelines of the laws, consistent with our professional ethics, and in accordance with all applicable rules of practice. We work together as a team of legal professionals to uphold every person's right to be presumed innocent, and when required to a fair sentence. Our defense is vigorous at trial, sentencing, on appeal, and in state capital post-conviction. We advocate for humane sentences by showing judges, prosecutors, and the Ohio Parole Board that we represent people, not criminals.

We are committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent. We value diversity and believe better legal representation occurs when members of the defense team have diverse backgrounds. We seek out and embrace the unique contributions that you can bring, including your culture, ethnicity, education, opinions, race, sex, gender identity and expression, sexual orientation, nation of origin, age, languages spoken, veteran's status, religion, disability, or economic status.



THE ORGANIZATION

Established in August of 1973, the Office of the Federal Public Defender for the Northern District of Ohio operates four offices, including a main office in downtown Cleveland and branch offices in Akron, Youngstown, and Toledo. Our staff of 52 employees is split between the Trial Unit, performing traditional indigent criminal defense and appeals, and the Capital Habeas Unit, providing post-conviction representation to inmates sentenced to death. The position will be in the Cleveland office.

WHO YOU ARE

You are a proactive, solution-oriented IT professional who thrives in a fast-paced, service-focused environment. You enjoy rolling up your sleeves and handling a wide range of technical challenges, from user support to server management. You are a trusted and reliable individual with a heart for public service. You use sound judgment to carry out your responsibilities. You appreciate the importance of diversity. You always partner with other members of the office, seek out the opinions of your colleagues, and love to work as a team. You are guided in your work by your ethical and moral standards and your sense of integrity. No detail is too small for your attention.

RESPONSIBILITIES OF THE ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

If selected for this role you will ensure the smooth operation of our systems, supporting staff across multiple locations, and maintain the technology infrastructure that underpins our mission to provide high-quality defense to clients in federal criminal cases.

We are seeking a hands-on professional with proven skills, and a desire to serve in a dynamic, fast-paced environment.

- Administer and support Microsoft Active Directory, including user accounts, group policies, and security settings.
- Manage and maintain Hyper-V virtualization environments, including setup, configuration, and troubleshooting.
- Provide end-user support for Microsoft Office 365 (Exchange Online, Teams, SharePoint), including issue resolution and user training.
- Install, configure, and maintain hardware and software, including desktops, laptops, servers, printers, and peripherals.
- Support and troubleshoot network infrastructure, including switches, routers, firewalls, and connectivity issues.
- Deliver desktop and help desk support, including system updates and hardware/software troubleshooting.
- Assist with courtroom technology, ensuring seamless technical performance during legal proceedings.
- Collaborate with national IT teams and external vendors to implement new technologies and upgrades.
- Maintain thorough documentation of systems, configurations, and standard operating procedures.
- Help develop and deliver training programs on IT systems and best practices.
- Participate in data backup and disaster recovery, planning, testing and implementation.
- Assist with compliance and security audits, ensuring all systems align with national IT cybersecurity and data protection standards.
- Assist in mobile device management (MDM), ensuring secure configuration and deployment of smartphones and tablets.
- Provide after-hours or on-call support as needed for critical systems or emergency troubleshooting.
- Provide support to users across four primary office locations and two satellite offices; some travel required.
- Perform other duties as assigned to support the Defender's mission and operations.





IDEAL CANDIDATE

Education and Experience

Must be a high school graduate or equivalent and have a minimum of three years of general experience in system administration, network support, or IT infrastructure management. A Bachelor's degree in computer science, information technology, or a related field from an accredited college or university is preferred.

The most competitive applicants will demonstrate a proven ability to manage multiple priorities, adapt to changing needs and communicate technical information clearly to non-technical users. A detailed-oriented self-starter, they will be comfortable handling courtroom tech and infrastructure improvements in a multi-office environment. A background supporting IT operations in federal, legal, or public defense setting is highly desirable, but not required.



COMPENSATION & BENEFITS

- \$63,810 - \$120,301
- Health & Life Insurance
- FERS Retirement
- Social Security
- Thrift Savings Plan
- Transit Subsidy Voucher
- 11 Holidays
- Annual Leave
- Sick Leave
- Paid Parking

HOW TO APPLY

All qualified candidates are strongly encouraged to apply by **June 30, 2025** (first preferential review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. Only applicants selected for interviews will be contacted. To apply send a **single Adobe .pdf** document via email which includes a letter of interest, your resume, a completed AO78 Application for Judicial Employment, and three (3) references to ohn_employment@fd.org, subject line: "2025-06 Cleveland ACSA".

NOTICE

Employees are considered at-will and are not covered by the Civil Service Reform Act. The position offers responsibility, independence, dynamic teamwork, and generous federal benefits. The Office of the Federal Public Defender for the Northern District of Ohio is an Equal Opportunity Employer. Employment is provisional pending the successful completion of a required background check. You must be a United States citizen or eligible to work in the United States. You must possess a valid driver's license. Travel by a personal vehicle may be required.