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2025-01

## VACANCY ANNOUNCEMENT Computer Systems Administrator (CSA)

**Who We Are:** The Federal Public Defender for the District of Hawai'i provides legal representation to persons charged with committing federal crimes who cannot afford to hire a private attorney. Based in Honolulu, Hawai'i, we are attorneys, investigators, paralegals and office administrators. We are client-centered and have a team approach to cases that ensures compassionate and comprehensive representation. We work together to uphold every person's constitutional right to be presumed innocent, to have a fair trial, and, if convicted, to receive a fair sentence. More information can be found on our website: <https://hi.fd.org/>

We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law. We are an equal opportunity employer.

**The Opportunity:** We seek a Computer Systems Administrator (CSA) to join our office immediately. The position will support the day-to-day IT operations of our office.

The CSA supports an integrated Windows network over a Wide Area Network, systems security, hardware maintenance, and operations support for employing Windows desktops, Windows servers, Microsoft Office, and HAS Systems Storage. Network security responsibilities include developing and documenting procedures for user and visitor access, provisioning of switches routers, and firewalls, backup routines, disaster recovery, inventory control, and virus and spyware protection. The CSA maintains and develops technical and user documentation for all assigned systems and applications, coordinates all IT support services, and ensures the integrity and safety of office data. The CSA makes recommendations on the procurement of office automation equipment, arranges schedules for delivery and installation of equipment associated with data communications facilities, and assists in the development and execution of IT-based system implementation plans, such as software analysis, design, development, prototype testing, training of staff, and the development and implementation of operating procedures.

The CSA must provide expert technical support to all staff and have excellent team player and customer service skills. The CSA must be able to work independently, propose solutions, and must be up-to-date on emerging technologies and the potential effectiveness of these advancements in our office's current system. The CSA may perform other duties as assigned, including providing litigation support, especially during trials, supervising special projects and

staff, and overseeing any contract technical staff. The CSA must be able to frequently lift and/or move up to 50 pounds.

**Requirements and Qualifications:** Candidates must have a high-level of discretion, hold confidential information received in strict confidence, and have a desire and capacity to work collaboratively in a team environment. They must possess strong planning and organization skills, have excellent oral and written communication and interpersonal skills, and be detail-oriented and motivated. They must be able to recognize and analyze problems and recommend practice solutions. The desire to work with and on behalf of people from diverse backgrounds and a strong commitment to being part of a team that provides support to indigent persons is critical.

The ideal candidate will have a BA or BS degree from an accredited college or university in computers, information management, or a related field. Candidates should have a minimum of four years of experience working in a complex network installing and managing Microsoft Windows Servers (2016, 2019, 2022, Hyper-V), including traditional machines, virtual machines, and physical server-class hardware; Microsoft Windows 10/11 desktop, laptop, and tablet administration, including remote and in-person support; SAN/NAS storage and backup appliances; mobile device management and support; Active Directory user, computer, and group management; and LAN switch and firewall configuration and administration.

The candidate must pass a background check. The applicant must be a U.S. citizen or otherwise authorized to work in the federal government. Travel may occasionally be required, including travel to trainings on the continental United States. The job will occasionally call for flexible hours before/after normal business hours or on weekends, particularly if there are filing deadlines, court hearings, trials, or other urgent matters.

This position generally requires on-site, in-person work.

**Salary and Benefits:** The starting salary for this position will be fixed commensurate with the experience and qualifications of the applicant. Depending on years of experience, salary for this position falls within a range under the Judicial Salary Plan from Grade 9 at \$52,205 to Grade 13 at \$117,034, plus locality pay and COLA.

This position is full-time with benefits, including health, vision, dental and life insurance. There is paid vacation and sick time, eleven paid federal holidays, and most state holidays. The retirement plan is the Thrift Savings Retirement Plan with up to 5% matching contributions.

Employees of the Federal Public Defender are members of the judicial branch of government. They are considered at-will employees and are not covered by the Civil Service Reform Act. Salary payable only by Electronic Funds Transfer.

**How to Apply:** All qualified candidates are strongly encouraged to apply as soon as possible (first preferential review, open until filled). To apply, send a *single* .pdf document via email to [lynelle\\_oshita@fd.org](mailto:lynelle_oshita@fd.org) with the subject line, "CSA Application." The single .pdf document should be named, "Your last name, first name," (e.g., Smith, Mary) and contain the following:

- A plain face sheet containing only your last name, first name and current employer or

- employment status. This should be centered on the page and in size 40 font;
- A brief cover letter;
- Your resume; and
- Three references (references will not be contacted until applicant is advised)

*Accurate compliance with these application instructions is a factor expressly considered in the evaluation of the applicant.* Due to the volume of responses expected, only those invited to interview will be contacted. Local candidates will be interviewed in-person in Honolulu. Non-local candidates will have the option of being interviewed via Zoom.

No inquiries, telephone or otherwise, please. Subject to availability of funding.

**The Federal Public Defender is an Equal-Opportunity Employer**