

**POSITION ANNOUNCEMENT**  
**Computer Systems Administrator – Grand Rapids, Michigan**  
**Office of the Federal Public Defender**  
**Western District of Michigan**

The Office of the Federal Public Defender for the Western District of Michigan seeks to hire a full-time Computer Systems Administrator (CSA) in our Grand Rapids, Michigan office. The Office provides defense services to indigent persons in federal criminal cases under authority of the Criminal Justice Act, 18 U.S.C. §3006A. This is not a remote position.

**Position Description:** The CSA will provide administration, technical support, and training for all computer operations of the office. Work is completed in a small office environment with a staff of twenty one. System applications include word processing, case management, financial management, networking, litigation support and telecommunications. The CSA will install, test, and perform upgrades of hardware and software, develop equipment upgrade schedules, and assist with the evaluation and procurement of network hardware, office IT equipment, and software. The CSA will maintain technical and user documentation for all assigned systems and applications, coordinate IT support services and training for staff and members of the CJA Panel, and ensure integrity and security of office data. Related responsibilities include - providing consultation and support to staff attorneys, investigators and paralegals in computer forensics, trial preparation and presentation, and electronic discovery management. The CSA is responsible for network security including procedures for user and visitor access, backup routines, disaster recovery, and inventory control.

Preparing and implementing the information technology budget each fiscal year is required. Some work outside normal working hours and on weekends for operations and maintenance is required. Periodic travel to provide services at the branch office in Marquette, MI as needed. Individuals must also be able to lift and/or move items of up to 50 pounds.

**Qualifications:** Minimum qualifications for this position are: (1) a two or four year degree from an accredited college or university in computers, information management or a related field; (2) three years of specialized experience with PCs and networking in a Windows Active Directory environment with Windows 10 and 11 Windows 2012 R2/2019 /2022 servers including experience managing storage arrays and virtualized systems; (3) Experience managing VoIP phone systems specifically MITEL systems; (4) Experience with programming languages including PHP and web site development; (5) Experience with managing switches, wifi systems and other various communication systems; (6) excellent troubleshooting and communication skills (written and verbal); (7) experience with Microsoft Office 365, Manage Engine Desktop Central, Palo Alto and Watch Guard security devices; (8) experience with various video conferencing platforms including Polycom, Zoom, and Microsoft Teams.

Applicants must be authorized to work in the United States. Appointment is subject to a satisfactory background investigation.

Strong preference for applicants with experience in litigation support and the ability to train and communicate with computer users at all levels. Preference will also be given to applicants with experience in the management and analysis of data and data reporting programs, paper documents and electronic media, preparing and conducting electronic courtroom presentations for hearings and preparing and implementing a budget. People skills are essential.

**SALARY AND BENEFITS:** This is a full-time position, reporting to the Federal Public Defender, based in Grand Rapids, Michigan with occasional travel to Marquette, Michigan. Starting salary will be commensurate with the experience and qualifications of the applicant, within a range from JSP-9/1 to JSP-13/1, currently yielding \$54,727 to \$122,683. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular Government employment benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds.

TO APPLY: Qualified persons may apply by sending one PDF via e-mail including a letter of interest and resume. References will be required from candidates selected for an interview. Applicable experience should be described in detail. Send completed application to Melissa Rabidoux, the Administrative Officer, at [melissa\\_rabidoux@fd.org](mailto:melissa_rabidoux@fd.org). Open until filled.

**The Office of the Federal Public Defender is an Equal Opportunity Employer.**

**Women, minorities and individuals with disabilities are encouraged to apply.**