

FEDERAL PUBLIC DEFENDER - Northern District of Florida

Assistant Computer Systems Administrator

TALLAHASSEE DIVISION

The Office of the Federal Public Defender, Northern District of Florida, is accepting applications for a full time Assistant Computer Systems Administrator (ACSA) in our Tallahassee office. The Federal Public Defender provides federal criminal defense services to individuals unable to afford counsel. The ACSA provides helpdesk and litigation support services to the Federal Public Defender staff attorneys and administrative staff.

The ACSA assists with user support, user training, and the resolution of hardware, software, and data communications problems as well as litigation support by analyzing, identifying litigation support needs, creating and maintaining case management and trial presentation databases, working with vendors, and researching latest methods and technologies.

The ACSA assists and reports directly to the Computer Systems Administrator located in Tallahassee. The ACSA will also provide support for our branch office in Gainesville with occasional travel to the branch office in Pensacola.

Experience with PC hardware, Microsoft Windows 7-11, Server 2019, Office 365, and Teams. In addition, experience with VMware vSAN 6.7, Workspace One, Desktop Central, Service Desk Plus, iOS, Android, HTML, Zoom, Acrobat Pro XI/DC, Trial Director, Summation, CaseMap, Cisco VOIP, and graphic design are highly desired. Experience in litigation support, courtroom presentations, case management, computer and mobile forensics, and operation of audio/video equipment is a plus. Excellent troubleshooting and written and verbal communication skills are required.

Applicants must possess a high school diploma or equivalent. A bachelor's or advanced degree in Management Information Systems, Computer Science, or another closely related degree is preferred. Applicants must have at least three years of general experience or two years of specialized experience. Applicant must have a valid driver's license and proof of insurance. Some work outside normal working hours will be required. Applicant must be able to frequently lift and/or move up to 50 pounds. All education, experience, training and certifications will be verified. Applicant must be a United States citizen or eligible to work in the United States.

Employment will require a favorable background check. Salary is commensurate with experience, qualifications and education based on the current Judiciary Salary Plan. JS-9 (\$61,226) through JS-12 (\$103,176). The position is full-time with federal benefits.

Qualified persons may apply by emailing a letter of interest, a resume, and the names of three references in .pdf format to FLN_Resumes@fd.org. Position open until filled.

The Federal Public Defender is an Equal Opportunity Employer. Minority candidates are encouraged to apply.