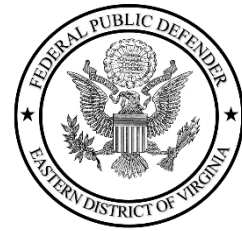


POSITION ANNOUNCEMENT 24-08

Assistant Computer Systems Administrator | Norfolk, VA

Office of the Federal Public Defender

Eastern District of Virginia



The Office of the Federal Public Defender for the Eastern District of Virginia (FPD) is accepting applications for the position of Assistant Computer Systems Administrator (ACSA) in our Norfolk office. Pursuant to the Criminal Justice Act, 18 U.S.C. § 3006A, the office provides legal representation to indigent defendants in federal criminal cases and related matters.

The assistant computer systems administrator works independently supporting the Computer Systems Administrator (CSA) – who is located in another branch office -- with the following IT responsibilities. Monitor day-to-day operations of all IT systems and equipment in the Norfolk division, maintain, update, and configure all structural IT and desktop systems, and respond to help desk calls and emails with expert level end user support. Design and update systems to ensure efficient integration with judiciary and other external systems. The ACSA also provides specialized and routine litigation support services by assisting with: supporting trial teams with court hardware, software, and peripheral equipment; training staff in the use and capabilities of litigation related software; and providing assistance with digital discovery and media file conversions. This position serves as backup for the CSA in their absence or when on-site support is needed in the Richmond and Alexandria office locations.

Qualifications: This position requires excellent communication skills and the ability to work in a team environment with frequent interruptions. The ACSA must be professional and approachable. Minimum qualifications for this position require a high school diploma or the equivalent and at least three years of specialized experience with PC's and networking working in a Windows Active Directory environment consisting of Windows 10 and Windows Server 2016/2019. Experience with Microsoft Office and WordPerfect. Experience with litigation support technology and software, including Concordance, Everlaw, Summation, Casemap, Timemap, DtSearch, Adobe Acrobat Professional, Excel, Relativity, and Trial Director is a plus. Experience with TrendMicro. Experience with malware software. All education, experience, training and certifications will be verified. The individual must have a valid driver's license and be capable of frequent lifts and/or moves up to 50 pounds. Applicants must be authorized to work in the United States.

The physical demands of the position are those required to successfully perform the duties described above. Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions. The ACSA will spend most of their time in an office environment. Travel will be necessary and a valid driver's license is required.

Salary and Benefits: Starting salary will be commensurate with the experience and qualifications of the applicant, within a range from \$60,808 to \$114,634 (FD 9/1 – FD 12/10) per annum. The position offers federal employment benefits that include paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan and participation in the Thrift Savings Plan (401k). Salary is payable only by Electronic Funds Transfer (direct deposit). Telework and flex scheduling, consistent with court obligations and position duties, are available to all employees after an initial training period.

How to Apply: Email a single PDF containing a cover letter, resume, Application for Judicial Branch Employment (AO78), and three professional references to FPDedva_hiring@fd.org. This position will remain open until filled with preference given to those who apply by July 28, 2024. You must include the job announcement number in the subject line. For required documents or additional information, please visit the Employment Opportunities section of www.vae.fd.org. Only those selected for an interview will be contacted. This advertisement is subject to the FPD's staffing requirements and the availability of funding. Only those selected for an interview will be contacted, please do not contact the office.

This position is "at-will" employment in the excepted service and does not carry the tenure rights of the competitive civil service positions. The final candidate will undergo an FBI background check and employment is conditional upon its completion. Further background investigation may be required. This position is subject to the availability of funds and is open until filled. All responses will remain confidential. This advertisement may be used to fill more than one position.