

Office of the
Federal Public Defender

Districts of Colorado and Wyoming

Tracy R. Hucke, Wyoming Branch Chief
Mary V. Butterton, Senior Litigator

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POSITION ANNOUNCEMENT
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR - DENVER, COLORADO

The Office of the Federal Public Defender for the Districts of Colorado and Wyoming seeks a full-time Assistant Computer Systems Administrator to join our Denver office. We operate under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals unable to afford counsel and prosecuted in our federal courts. Our office is committed to serving the distinct needs of these individuals with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. 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. Click [here](#) for more information about our office.

Would you like to accelerate your IT career in a place where law and technology come together? Would you like to be part of an IT team that provides quality customer service and encourages learning new technologies? Would you like to be part of an organization that promotes professional growth? If your answers are yes, and you are ready to take the next step in your career, then this entry-level IT position is the perfect opportunity for you.

Our office is a professional environment where the Assistant Computer Systems Administrator (“ACSA”) may reset a user password, troubleshoot a network issue, operate a laptop for an attorney in federal court, and conduct a digital forensic analysis on a mobile device all in the same week. Our dedicated IT team provides end-user support to the attorneys, investigators, social workers, paralegals, and legal assistants in our Colorado and Wyoming offices. To support the growth of our colleagues, we foster learning and mentorship opportunities in all aspects of criminal law and technology and train incoming employees to perform the duties of their positions.

We are looking for someone who prioritizes quality support service and who is enthusiastic about learning Office 365, VMware, Adobe Acrobat, and various digital analysis tools. We are also open and welcoming of someone who wants to learn and, in turn, teach us.

Requirements: Applicants must be high school graduates or equivalent, with at least three years of general experience working in the information technology field and two years of specialized experience working in computer systems administration. Graduates of a college or technical school of recognized standing, with a degree in computer science, management-information systems, or other closely related degree, are preferred. The ACSA must have a valid driver’s license, frequently lift and/or move up to 50 pounds, and occasionally travel to the Cheyenne and Casper branch offices to provide support. People and customer service skills are essential. Applied knowledge of technology—such as computer software, hardware, and network troubleshooting; familiarity with Microsoft Windows operating systems; and a working understanding of administrative tasks—is helpful to learning the other responsibilities of the position; however, we are ready to train the right candidate.

Applicants must be United States citizens or eligible to work in the United States. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check, and an IRS tax check.

Cheyenne, Wyoming
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Salary and Benefits: This is an “Excepted Appointment” full-time position with federal benefits and a starting salary commensurate with experience and qualifications within the special rate range of JSP Grade 9 (\$68,272 - \$88,752). Please note that this position may promote up to a Grade 11 and 12. Among the many benefits are the Federal Employees Retirement System, the Thrift Savings Plan (401k), paid annual and sick leave, 11 paid federal holidays, and health, life, disability, long-term care, dental, and vision insurance.

How to Apply: Qualified individuals should submit a letter of interest and resume to Veronica Knights, Personnel Administrator, at employment@cofpd.org. Subject reference should be ACSA – Denver. **No phone calls, please.**

Position posted on April 10, 2024—Open until filled.

The Federal Public Defender is an equal opportunity employer.