



FEDERAL PUBLIC DEFENDER SOUTHERN DISTRICT OF OHIO

Natalie Olmstead
CHU Chief

Joseph Medici
Federal Public Defender
OFFICES

Richard Monahan
First Assistant

COLUMBUS | 10 West Broad Street, Suite 1020 • Columbus, Ohio 43215 • 614-469-2999
CINCINNATI | 250 East 5th Street, Suite 350 • Cincinnati, Ohio 45202 • 513-929-4834
DAYTON | 1 South Main Street, Suite 490 • Dayton, Ohio 45402 • 937-225-7687

COMPUTER SYSTEMS ADMINISTRATOR POSITION ANNOUNCEMENT 24-006

THE OPPORTUNITY

The Federal Public Defender for the Southern District of Ohio is accepting applications for the position of Computer Systems Administrator in its Columbus office.

The Computer Systems Administrator (CSA) will report directly to the Supervising Computer Systems Administrator and will work with the Assistant Computer Systems Administrators in supporting the day-to-day Information Technology (IT) operations for all three office locations: Columbus, Cincinnati, and Dayton. The CSA will be responsible for supporting an integrated Windows network over a Wide Area Network. This includes hardware maintenance, operations support for Windows desktops, Windows servers, vCenter/ESXi virtualization platform, Cisco Switches, Synology Storage Systems, and iSCSI networks. The CSA will maintain and develop technical and user documentation for all assigned systems and applications and ensures integrity and safety of office data. The CSA will assist in the development and execution of IT-based system implementation plans, such as software analysis, design, development, training of staff, and the development and implementation of operating procedures. The CSA will provide expert technical support to all staff while practicing excellent customer service skills. The CSA may be required to assist in other areas that could include litigation and technology support to staff.

ABOUT US

The Office of the Federal Public Defender for the Southern District of Ohio provides the highest quality legal representation in criminal cases to persons who cannot afford to hire a private attorney. Through our Trial and Appellate Units, we represent people who have been accused of federal criminal offenses from the onset of their case, through the trial and appellate phases. Through our Capital Habeas Unit, we represent people sentenced to death in Ohio and around the country, through state and federal courts and all subsequent proceedings.

We utilize teams with interdisciplinary skill sets that ensure compassionate and comprehensive representation. We are attorneys, paralegals, investigators, office administrators, and information technology specialists who prioritize centering our representation around our clients and their needs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Our office values diversity, is committed to equity and inclusion, and works to foster a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. We seek team members who share that belief and commitment. We embrace the unique contributions our employees can bring to the office because of their backgrounds, social identities, and lived experiences. We are interested in applicants' talent, intelligence, dedication, and persistence, and desire to see that all people are treated fairly and respectfully – no matter the allegation or circumstance. The FPD seeks applications from a diverse group of

qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, education, opinions, age, languages spoken, veteran status, disability, religion, and socioeconomic circumstance. We especially encourage applications from members of the BIPOC community, people who have been affected by the criminal legal system, and people from other underrepresented and historically marginalized groups.

QUALIFICATIONS

The most important qualification for any position in our office is a strong passion for helping those in need and a demonstrated willingness and ability to work collaboratively in a team environment dedicated to that goal.

For this specific position, the applicant should have the following:

- The ability to be detail-oriented with the motivation for continual improvement and the ability to collaborate effectively within a team.
- The ability to maintain technical competency by reading, analyzing, and interpreting common technical journals and documents.
- High level of business skills, strategic agility, ability to develop others, and influence outcomes.
- Excellent interpersonal, written, and oral communication skills, especially communicating with different groups of people, from end users with little technical knowledge to senior IT staff.
- Experience in virtual computing platforms.
- Experience with Window Server administration, network device configuration and troubleshooting problems of a complex technical nature.

Experience with Veeam Enterprise Backup, Cisco Switches and VMware vCenter/ESXi is preferred.

The ability to lift 50 pounds and occasional travel, including overnight travel, is required. A candidate must have a general understanding of office confidentiality issues, such as attorney/client privileges.

EXPERIENCE & EDUCATION

To qualify for the Computer Systems Administrator (CSA) position, a person must be a high school graduate or equivalent, however a bachelor's degree is preferred. The candidate must also have at least three years of general experience and five years of specialized experience with network and server administration principles, practices, methods, and techniques. Some higher education from an accredited college or university, preferably with a concentration in computer or management-information science or a related field, may be substituted for some of the required experience.

SALARY & BENEFITS

The salary of the successful applicant will be commensurate with the person's qualifications and years of experience. The starting annual salary for this position falls within a range under the Judicial Salary Plan from \$62,522 (Grade 9, Step 1) to \$140,166 (Grade 13, Step 10). Salary is payable only by Electronic Funds Transfer (direct deposit). The position offers federal employment benefits, including paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan, and participation in the Thrift Savings Plan (similar to a 401k). Part time teleworking is available, consistent with office policy, court obligations, and position duties.

HOW TO APPLY

Qualified applicants should submit a letter of interest, resume, and three professional references, in PDF format, to OHS_employment@fd.org. Applications for this position will be accepted until Monday, April 15, 2024.

CONDITIONS OF EMPLOYMENT

The Federal Public Defender, a branch of the U.S. Courts, operates under the authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

All application information is subject to verification. Appointment to the position is contingent upon a background investigation including an FBI fingerprint check. A reliable vehicle and a valid driver's license are required, as some local travel will be necessary. Employees of the Federal Defender are members of the judicial branch of government; they are considered 'at will' and can be terminated with or without cause.

The Federal Public Defender for the Southern District of Ohio is an equal opportunity employer. We are an inclusive office and seek applications from a diverse group of qualified individuals. We provide reasonable accommodations for applicants with disabilities.