

**Position Announcement 24-04**  
**NATIONAL INFORMATION TECH OPERATIONS AND APPLICATIONS DEVELOPMENT**  
**NETWORK ADMINISTRATOR**  
Office of the Federal Public Defender  
Western District of Texas (San Antonio)

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**THE FEDERAL PUBLIC DEFENDER**, Western District of Texas is accepting applications for the position of Network Administrator, National Information Technology Operations and Applications Development (NITOAD), in San Antonio, Texas. The NITOAD branch supports the federal defender program's staffed offices in 204 locations throughout the continental United States, Alaska, Hawaii, Puerto Rico, the Virgin Islands, and Guam. The federal defender program operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

**Job Requirements.** To qualify for the Network Administrator position, a person must be a high school diploma or equivalent, along with at least three years of general experience and four years of specialized experience with network configuration. 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. Regardless of educational substitution, candidates must have specialized experience in two or more of these areas:

- 4+ years of experience in creating, implementing, and maintaining architecture, network designs, and action plans.
- 1+ years of relevant experience managing and maintaining cloud infrastructure and virtual networks.
- Experience in using and diagramming software, developing documentation and test plans.
- Demonstrates excellent customer service through both oral and written communication.
- Strong analytical skills with keen attention to detail.
- Proficiency in scripting languages for task automation and data manipulation.
- The ability to be detail-oriented with the motivation for continual improvement and the ability to collaborate effectively within a team.

The ability to lift 50 pounds and occasional travel, including overnight travel, is required. Experience with a public defender, law office, or court functions policies and procedures are preferred. The selected candidate must complete a ten-year background investigation with periodic updates every five years thereafter. Employment will be considered provisional pending the initial ten-year background investigation. Continued employment will depend upon favorable determinations from the background investigation. Applicants must be US citizens or be authorized to be employed by the federal government. The full position qualifications statement with position description is available upon request.

**Duties.** The Network Administrator's role involves designing, operating, maintaining, and administering computer networks, covering VPN, VoIP, and data communications. Key responsibilities include:

- Assisting customers with consultations, diagnostics, and recommendations on local networks.
- Creating and maintaining system documentation
- Implementing and securing Wi-Fi networks.
- Maintaining network monitoring, SIEM, 2FA systems, firewalls, and VPN systems.
- Supporting local IT staff with programming LAN switches, firewalls, routers, virtual network switches, and other networking devices.
- Cultivating positive relationships with peers, customers, support groups, and service providers.

- Analyzing system performance, errors, utilization, and trends for proactive improvement.
- Using ticketing systems to track work progress.
- Aiding cybersecurity teams in investigations.
- Full participation in installation and maintenance activities, including nights and weekends.

**Selection Criteria:** The ideal candidate should have hands-on experience administering enterprise networks and creating technical documentation. They must demonstrate expertise in installing and maintaining diverse network systems, integrating RADIUS, TACACS, and AD authentication, and possess strong VPN skills. The ability to work independently is crucial. Possession of valid networking certifications, PowerShell, Python 3, Cisco DNA, SDWAN, and ACI is highly desired. Familiarity with Linux and Hyper-V networking is a plus.

**Salary and Benefits.** The starting salary will be commensurate with the experience and qualifications of the applicant within a range of \$66,732 (JSP-9, Step 1) to \$104,887 (JSP-13, Step 1) per annum. The position is in the excepted service and does not have the tenure rights of the competitive Civil Service. The position does offer federal government employment benefits, including health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

**How to Apply.** Qualified persons may apply by submitting a letter of interest (mentioning announcement number 24-04), a résumé, and three professional references to: Maureen Scott Franco, Federal Public Defender, Western District of Texas, 7550 IH-10 West, Suite 200, San Antonio, Texas 78229, or you may submit the required documents in a single PDF document named with applicant's "last name, first name-Announcement 24-04 Network Administrator" by email to [NITOAD\\_Admin@fd.org](mailto:NITOAD_Admin@fd.org). You may also apply by submitting your application via Indeed.com and LinkedIn.com. Electronic submissions sent directly to the Defender will not be considered. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact personnel administrator Victoria B. Longoria at (210) 981-2081. More than one position may be filled from this announcement. Position announced January 17, 2024, subject to the availability of funds; open until filled.

*The Federal Public Defender is an equal-opportunity employer.*