

# **FEDERAL PUBLIC DEFENDER - DISTRICT OF NEVADA**

## **POSITION ANNOUNCEMENT** Assistant Computer Systems Administrator

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The Federal Public Defender, District of Nevada is accepting applications for an Assistant Computer Systems Administrator (ACSA) position. The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. §3006A, to provide defense services for indigent persons in federal criminal cases. This is a fulltime position located in Las Vegas.

The ACSA provides routine user support services (including training), and resolves hardware, software, peripheral equipment, and data communications problems, with a strong emphasis on quality customer service. The ACSA assists in developing and implementing a technology plan, focusing on areas such as: security, quality control, procurement, productivity, and cost effectiveness. The ACSA develops and maintains local technical and user documentation. The ACSA also assists the office with litigation support by analyzing and identifying litigation support needs, creating and maintaining case management and trial presentation databases, working with vendors, and researching latest methods and technologies. This position assists and reports directly to the Supervisory Computer Systems Administrator located in the Las Vegas office. The ACSA will also provide support for a branch office in Reno, Nevada. Some travel is required.

Experience in the following areas is required: PC/server hardware, computer networking, Microsoft Windows desktop operating systems, Microsoft Windows Server 2019/2022, Hyper-V, and Microsoft Office 365. Experience and knowledge of the various aspects of litigation support, courtroom presentations, case management, and operation of audio/video equipment is a plus.

To qualify as an ACSA, a person must be a high school graduate or equivalent, with at least three years of general experience including two years of specialized experience with comprehensive knowledge of computer systems administration principles, practices, methods and techniques, and possess the skills and judgement in regard to the analysis of systems-related issues.

All education, experience, training and certifications will be verified. Additional requirements include the ability to work flexible hours. Duties associated with this position require the individual to be able to frequently lift and/or move up to 50 pounds.

Qualified persons may apply by emailing in one pdf file a resume with experience described in detail, and three references to:

**James Morgan**  
**Human Resources Counsel**  
**Office of the Federal Public Defender**  
**411 E. Bonneville Ave., Suite 250**  
**Las Vegas, Nevada 89101**  
**[NVX.HumanResources@fd.org](mailto:NVX.HumanResources@fd.org)**  
**Position Open Until Filled.**

*The Federal Public Defender is an equal opportunity employer. Applicants must be a United States citizen, or a person authorized to work in the United States and receive compensation from this agency. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check.*