

FEDERAL PUBLIC DEFENDER
Districts of South Dakota and North Dakota

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POSITION ANNOUNCEMENT
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

The Federal Public Defender for the Districts of South Dakota and North Dakota is accepting applications for an Assistant Computer Systems Administrator (ACSA) to be in either our Fargo or Bismarck branch office. Our office provides high-quality representation to people charged with federal crimes who cannot afford to hire an attorney. The Federal Public Defender for the Districts of South Dakota and North Dakota is an Equal Opportunity Employer.

Job Description: The ACSA / Litigation Support Specialist receives technical guidance and direction from the Computer Systems Administrator (CSA) and assists with all aspects of the administration of an integrated Windows network. Responsibilities include but are not limited to:

- Must be knowledgeable of computer hardware and software.
 - Windows Operating Systems, Office 365, and Adobe Acrobat.
- Provide technical support and training for end-users on desktops, laptops, and mobile devices.
- Adhere to all local and regional IT operational standards and procedures.
- Develop and maintain local technical and user documentation for all assigned systems.
- Responsible for PC imaging procedures, inventory, resources, and asset management in the office.
- Disaster recovery, vulnerability detection and remediation.
- Ability to prioritize multiple demands, meet established deadlines, and fulfill commitments.
- Research and recommend hardware and software.
- Assist with maintaining the network and workstations, including security and critical patches and firmware updates.
- Support attorney and legal personnel in the use of technological and litigation support tools for the collection, review, analysis, production, and presentation of case materials.
- Assist with and organize office projects that require IT assistance, and responsible for move, add and change requests for the office.
- Work closely with the CSA and Defender in defining and carrying out procedures for Litigation Support and Discovery Management.
 - Answer user questions and assist users experiencing difficulties with the use of Litigation software and hardware to resolve these issues.

- Assist and troubleshoot the process of downloading, preparing, and making discovery available to staff.

Qualifications: This position requires excellent communication skills and the ability to work in a team environment with frequent disruptions. The ACSA must be professional and approachable. Minimum qualifications for this position require a high school diploma, or the equivalent, and at least four (4) years of specialized experience with PCs. Knowledge of Windows 10/11, and Active Directory is a plus. Experience with Microsoft Office, Trend Micro, Adobe Acrobat DC, and general computer knowledge is highly desirable. The ideal candidate for this job is motivated to learn new skills, as well as willing to be of service to all those in need of assistance. All education, experience, training, and certifications will be verified. The individual must have a valid driver's license and be capable of moving equipment weighing up to 50 pounds. Applicants must be authorized to work in the United States. Travel to other branch offices (Bismarck, Fargo, Pierre, Rapid City, and Sioux Falls) will be required as needed.

Salary and Benefits: Salary will be commensurate with experience and qualifications. The salary range for this position is from JSP-5, Step 1 (\$59,966 annually) up to JSP-12, Step 10 (\$113,047 annually). This position offers federal employment benefits, including health and life insurance, retirement, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

Selected candidate will be subject to verification and employment depends on a successful background verification. All claimed experience, certifications, training, and references will be checked. All positions are at-will and subject to the availability of funds.

How to Apply: The Position is open until filled with a priority application deadline of May 13, 2024. Apply by emailing a letter of interest, resume, and three references in a single PDF document to NDX_JOBS@fd.org. Within your letter of interest, please indicate which location(s) you are willing to work from.