

Vacancy Announcement

FEDERAL PUBLIC DEFENDER OFFICE DISTRICT OF UTAH

Position Title: Assistant Computer Systems Administrator (ACSA)

Job Announcement Number: #2024-08

Location: Salt Lake City, Utah

The Federal Public Defender for the District of Utah has an opening for a full-time Assistant Computer Systems Administrator (ACSA). The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. §3006A, to provide legal defense representation to indigent persons charged with federal criminal offenses and related matters in the federal courts. More information about the office can be found at <https://ut.fd.org>. The ACSA will primarily be based in the Salt Lake City, Utah office, but will provide support to the St. George, Utah branch office.

Job Description/Qualifications. Responsibilities include, but are not limited to, answering routine computer questions, resolving user hardware and software issues, diagnosing and/or resolving systems and networking problems, assisting in the training of office employees, maintaining technological equipment, and providing litigation support; management of a fleet of six government vehicles. The ACSA receives technical guidance from the Computer Systems Administrator (CSA) and provides assistance to the CSA on all aspects of the administration of an integrated Windows Server network over a WAN

Requirements. To qualify for the ACSA position, applicants must be a high school graduate or equivalent. 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 strongly preferred. Must have a minimum of 3 years general experience working in the information technology field and 2 years of specialized experience with computer systems administration. Strong preference given to applicants with experience in litigation support and the ability to train and communicate with computer users at all levels. Preference also given to applicants with experience in the administration of Windows 2019/2022 Server, Microsoft Office 365, Adobe Acrobat, Eclipse, CaseMap, Trial Director, Outlook, Microsoft Teams, Windows 10/11, Hardware Firewalls, MEDC, Group Policy, Active Directory, VMWare ESXi, VMWare View, MDM, MFP, SAN, VPN, RDP, and Apple devices. The ACSA must be able to frequently lift and/or move up to 50 pounds, possess a valid driver's license, and will occasionally travel to the St. George, Utah branch office to provide support. Applicants must be a U.S. Citizen or eligible to work in and for the United States.

Salary and Benefits. Salary will be dependent upon qualifications and experience. Salary range: JS-9/1 starting at \$66,732 to JS-12/10 at \$113,047. This is a full-time position with a comprehensive federal government benefits package that includes, in part, paid vacation, paid sick leave, paid holidays, life insurance, health benefits, dental and vision insurance, and participation in the Federal Employees' Retirement System. Salary is payable only by electronic funds transfer (direct deposit).

Conditions of Employment. Appointment to the position is contingent upon the successful completion of a five-year background investigation including an FBI name and fingerprint check with periodic updates every five years thereafter. Employees of the Federal Public Defender are members of the judicial branch of government; are considered 'at will' and can be terminated with or without cause.

Application Information. For consideration submit a single pdf document that includes a letter of interest, resume, and three professional references by email to:

Federal Public Defender Office
Attn: Paula Thompson, Administrative Assistant
utx_reception@fd.org

Open Period: June 17, 2024 to July 12, 2024, 5:00 p.m. MST.

Position is subject to continued availability of funding. The Federal Public Defender is an equal opportunity employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age are encouraged to apply.