

**FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF FLORIDA**

POSITION ANNOUNCEMENT

**Assistant Computer Systems Administrator
Tallahassee, FL**



Tallahassee, FL - Cascades Park

The Federal Public Defender for the Northern District of Florida is seeking a full time Assistant Computer Systems Administrator (ACSA) in our Tallahassee office. The Federal Public Defender provides federal criminal defense services to individuals unable to afford counsel.

The ACSA assists with user support, user training, and the resolution of hardware, software, and data communications problems as well as litigation support by analyzing, identifying litigation support needs, creating and maintaining case management and trial presentation databases, working with vendors, and researching latest methods and technologies.

The ACSA assists and reports directly to the Computer Systems Administrator located in Tallahassee. The ACSA will also provide support for our branch office in Gainesville with occasional travel to the branch office in Pensacola.

Tallahassee is Florida's Capital City and home to the Florida State University Seminoles and the Florida A&M University Rattlers. Tallahassee has something for everyone, whether it be bike and nature trails, state parks, museums, college sports, and more. We are home to two of the largest literary and Shakespeare festivals in the south, as well as the historic Railroad Square District, a WWII-era industrial warehouse park turned art district. Tallahassee's unique location in the Florida Panhandle allows access to seafood festivals, holiday festivals, as well as caverns and natural springs. Aside from all its amenities, Tallahassee offers a quality of life that is not available in larger cities – the cost of living is 83% lower than San Francisco, 27% lower than Miami, and 58% lower than Washington, D.C., per the Forbes.com Cost of Living Calculator. Tallahassee affords a small town feel within a vibrant city.



Tallahassee, FL – Lake Ella

Experience with Active Directory, Group Policy, Endpoint Management, VOIP Phones, Networking, Virtualization, AI Assistants, and Mobile Device Management (MDM) are highly desired. Experience in litigation support, courtroom presentations, case management, computer and mobile forensics, and operation of audio/video equipment are a plus. Excellent troubleshooting and written and verbal communication skills are required.

Applicants must possess a high school diploma or equivalent. A bachelor's or advanced degree in Management Information Systems, Computer Science, or another closely related degree is preferred. Applicants must have at least five (5) years of general experience or two years of specialized experience. Applicant must have a valid driver's license and proof of insurance. Some work outside normal working hours will be required.

Applicant must be able to frequently lift and/or move up to 50 pounds. All education, experience, training and certifications will be verified. Applicant must be a United States citizen or eligible to work in the United States. Employment will require a favorable background check.



Tallahassee, FL - Collegetown

Salary is commensurate with experience, qualifications and education based on the current Judiciary Salary Plan. Position includes federal benefits, with health and life insurance, retirement, and the Thrift Savings Plan. Position is subject to approval of funding.

Qualified applicants should apply by forwarding in PDF format a short letter of interest, a resume, and three references to: FLN_Resumes@fd.org. Position will remain open until filled. Applications will be reviewed on a continuing basis until the position is filled.

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. Reasonable accommodations are available to applicants with disabilities.

Vacancy Announcement FY24-003