

**OFFICE OF THE FEDERAL PUBLIC DEFENDER**  
**Northern District of Alabama POSITION ANNOUNCEMENT**  
**Assistant Computer Systems Administrator - Birmingham Office**

The Office of the Federal Public Defender for the Northern District of Alabama, is accepting applications for the position of Assistant Computer Systems Administrator (ACSA) for the Birmingham office. The Federal Public Defender Office provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel.

**JOB DUTIES:**

The ACSA provides administration, technical end-user support, as well as training for all computer operations of the FPDO. System applications include word processing, case management, financial management, networking, litigation support and telecommunication functions. The ACSA will install and troubleshoot desktop hardware and software and assist with the evaluation, testing and recommendation of IT equipment, and related software. The ACSA is responsible for maintaining technical and user documentation for all systems and applications and coordinating all IT support services necessary for the successful operation of systems and ensuring integrity and safety of office data. Related responsibilities include providing consultation and support to staff attorneys, investigators and paralegals in computer forensics; trial preparation and presentation; and working with outside vendors with all phases of electronic or other discovery management, including identification, preservation, collection, processing, review, analysis, production and presentation of paper documents or electronically stored information. The ACSA provides assistance to the Computer Systems Administrator (CSA) and receives technical guidance and management from the CSA. Work outside normal working hours and on weekends is occasionally required for operations and maintenance. Occasional travel is required. Individual must also occasionally lift and/or move up to 50 pounds.

**QUALIFICATIONS:**

Minimum qualifications for this position require a high school diploma or the equivalent. This position requires responsibility, independence, teamwork, and accountability. Applicants must have at least two (2) years of hands-on experience working in a help desk function providing support to staff and configuring desktops, laptops, and mobile devices for deployment. Applicants should have a fundamental understanding of networks and be able to configure and maintain physical/virtual servers, storage networks and network switches. Applicants must be able to assist staff, clients and others with video conference equipment setup and connections. Must be able to support Microsoft Office, Adobe Acrobat, and a variety of other desktop applications. Applicants possessing technical administration experience with Microsoft Server, Active Directory, Group Policy, Veeam Backup, MEDC and VMware will be given special consideration.

**CONDITIONS OF EMPLOYMENT:**

The selected candidate will be subject to a comprehensive background check or investigation, including an F.B.I. name and fingerprint check, and subsequent favorable suitability determination for employment. Employment will be provisional and contingent upon the satisfactory completion of the required investigation. Employees of the Federal Public Defender's Office are in the excepted service, are considered "at-will" employees, and are not covered by the Civil Service Reform Act.

**SALARY AND BENEFITS:**

The starting salary for the ACSA position will be commensurate with the experience and qualifications of the applicant. The current entry levels are from JSP 9 to JSP 12 (\$53,576 - \$101,008). The position does offer federal government 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).

**TO APPLY:**

Qualified persons may apply by e-mailing a letter of interest, resume, and three references in one combined PDF document with the subject line **ACSA** to Federal Public Defender Kevin Butler at [ALN\\_Applications@FD.ORG](mailto:ALN_Applications@FD.ORG) This position is open until filled. No phone calls, please.

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OPPORTUNITY EMPLOYER**