

POSITION ANNOUNCEMENT NO. 24-10H
Supervisory Computer Systems Administrator
Southern District of Texas
Houston, TX Division

THE FEDERAL PUBLIC DEFENDER for the Southern District of Texas is accepting applications for the position of Supervisory Computer Systems Administrator (SCSA), to be stationed in the Houston Office. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

RESPONSIBILITIES: The SCSA will have a broad range of responsibilities. The SCSA will supervise IT staff in the Houston office and branch offices, will ensure the secure and reliable operation of all network systems, and will advise the Defender on IT purchases and needs. In addition, the SCSA will provide end-user support for all IT-based systems. These systems include network servers, PCs, tablets and mobile phones, the DWAN and wireless internet services, office phone systems, and COOP planning. As a supervisor, the SCSA will prepare periodic reports to the Defender and Administrative Officer regarding the IT needs of the office, and the work of the IT staff. The SCSA will also supervise all future IT staff, including IT contractors. Working with the Defender and Administrative Officer, and with Legal staff in the offices, the SCSA will establish technology priorities and will develop procurement and implementation plans for IT projects. To implement the office's automation priorities, the SCSA will work with the Defender and Administrative Officer to create deployment plans with specific project milestones.

REQUIREMENTS: To qualify for the SCSA position, a person must be a high school graduate or equivalent and have at least three years of general experience, which provided a working knowledge of automated systems; five years of specialized experience; and comprehensive knowledge of computer systems administration principles, practices, methods, and techniques. Experience providing computer support to end-users preferred. Some higher education from an accredited college or university, preferably with a concentration in computer or management-information science or a related field, may be substituted for some of the required experience. Must be willing to travel to other branches and provide own transportation on mileage reimbursement basis.

SALARY: The starting salary for the SCSA position will be fixed commensurate with the experience and qualifications of the applicant within a range of JSP step 13, to JSP 14 Step 1, currently yielding \$119,254 to \$140,923 per annum.

PHYSICAL REQUIREMENTS. The individual must frequently lift and/or move up to 50 pounds. The individual will spend most of his/her time in an office environment.

POSITIONS: This position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does include regular government employee benefits including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). Applicants are subject to background (FBI) and Tax (IRS) investigations. Proof of US citizenship is required.

HOW TO APPLY. Qualified persons may apply by sending a letter of interest referencing 24-10H and resume to: Federal Public Defender, Southern District of Texas, 440 Louisiana, Suite 1350, Houston, Texas 77002, Attn: Marjorie Meyers or email TXS_Hiring@FD.org. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. Position subject to the availability of funds; Position announced April 16, 2024.

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The Federal Public Defender is an equal-opportunity employer.