

# OFFICE OF THE FEDERAL PUBLIC DEFENDER MIDDLE DISTRICT OF TENNESSEE

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## Vacancy Announcement: Assistant Computer Systems Administrator

Office of the Federal Public Defender, 810 Broadway, #200, Nashville, Tennessee

Application Deadline: Open until filled, with preference to applicants who apply by February 12, 2021

Position No. 2020-03

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The Federal Public Defender for the Middle District of Tennessee is accepting applications for a full-time Assistant Computer Systems Administrator (ACSA). The I.T. Department, consisting of two staff members, supports approximately fifty staff.

The Federal Public Defender's office operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A to provide representation in federal criminal matters and in habeas corpus proceedings in the federal courts.

### JOB DUTIES:

ACSAs focus on staff help desk support for software and hardware issues and configuring new devices. This includes monitoring, tracing, and analyzing all system and processing failures; assisting with maintaining the network and workstations including security, critical patches and firmware updates; assisting with maintaining storage, virtualization infrastructure, backup infrastructure, and application server infrastructure, and other duties as assigned.

### REQUIREMENTS:

This position requires responsibility, independence, teamwork, and accountability. Applicants must have at least three (3) 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 how to build and maintain an office network and be able to configure and maintain physical/virtual servers 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 Office 365, Adobe Acrobat DC, enterprise anti-virus and anti-malware, back-up and recovery monitoring and maintenance, MDM management for mobile devices, asset and inventory tracking, and a variety of other desktop applications. Applicants possessing technical administration experience with Microsoft Server, Active Directory, Group Policy, DNS, and Hyper-V will be given special consideration. The ACSA provides assistance to the Computer Systems Administrator (CSA) and receives technical guidance and management from the CSA.



#### SPECIAL WORKING CONDITIONS:

Work outside normal working hours and on weekends is occasionally required for operations and maintenance. Travel for trainings or conferences is required. Individual must also occasionally lift and/or move up to 50 pounds.

#### QUALIFICATIONS:

The qualified candidate must be a high school graduate or equivalent. Post-secondary education in a related field is preferred. This person must have the requisite experience of a minimum of three years of general experience, providing a working knowledge of automated systems, and comprehensive knowledge of computer systems administration principles, practices, methods and techniques.

#### SELECTION CRITERIA:

The selected applicant must understand office confidentiality issues, such as attorney/client privilege, and the ability to exercise good judgment in a mature and diplomatic manner. Candidates must have a demonstrated commitment to the field of information technology, keep up with emerging I.T. trends, have excellent customer service skills and strong oral and written communication skills, be able to work independently, be flexible, take initiative, and work well in teams.

#### 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. 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. Employment will be provisional and contingent upon the satisfactory completion of the required investigation. A background investigation is required as a condition of employment. In line with current appropriations law, applicants must be United States citizens or permanent residents seeking citizenship as described here: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.

#### SALARY AND COMPENSATION:

Starting salary commensurate with experience and ranges from the equivalent of JSP 9 to JSP 12 (\$53,433 - \$100,739). For information on benefits, see <http://www.uscourts.gov/careers/benefits>. Salary is payable only by direct deposit.

#### TO APPLY:

If you truly enjoy technology, embrace challenges, and want to be part of a dedicated, resourceful, and committed criminal defense team, please e-mail a letter of interest, resume, and three references in one combined PDF document with the subject line **ACSA** to Federal Public Defender Henry Martin at [HR\\_TNM@FD.ORG](mailto:HR_TNM@FD.ORG). Applicants not complying with instructions will not be considered. This position is open until filled with preference given to resumes received by February 12, 2021. No phone calls, please.

*The Office of the Federal Public Defender for the Middle District of Tennessee 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.*