

FEDERAL PUBLIC DEFENDER

SOUTHERN DISTRICT OF WEST VIRGINIA

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POSITION ANNOUNCEMENT 2024-02

ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR – PART TIME

The Office of the Federal Public Defender for the Southern District of West Virginia at Charleston is accepting applications for the part-time position of Assistant Computer Systems Administrator. The Office of the Federal Public Defender operates under authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

Requirements: An Assistant Computer Systems Administrator must be: (1) a U.S. citizen or eligible to be employed in the United States; and (2) a high school graduate or equivalent; and must have at least three years of general experience and two years of specialized experience; some higher education may be substituted for experience. A Bachelor's degree in computer science or another closely related field is preferred.

Specialized experience includes a comprehensive knowledge of computer systems administration principles, practices, methods and techniques; knowledge of continuity of operations planning; skill and judgment in the analysis of systems problems; and experience as a systems administrator performing progressively responsible duties. The applicant must demonstrate the ability to handle multiple projects, exercise good judgment, and have good communication skills.

A valid driver's license is required. Occasional travel to the other offices in the district will be necessary. Candidates must be able to lift and/or move equipment up to 50 pounds. Some work outside of normal business hours may be required.

Duties: The ACSA assists and reports directly to the Computer Systems Administrator (CSA) stationed in Charleston. The ACSA provides user training and support services; resolves problems with hardware, software, peripheral equipment, and data communications systems; and assists in administering the day-to-day operation and support of an integrated Windows client and server environment in a Cisco-based LAN/WAN, Microsoft Office, Teams, Manage Engine Endpoint Central, Acrobat Pro, Synology NAS, Trend Micro Apex One, Active Directory, Global Protect, iOS/Android mobile devices, HP laptops, Hyper-V, AT&T VOIP, Toshiba copiers, and other systems and programs. In furtherance of these duties, the ACSA will:

- Research, test, install, maintain, troubleshoot, and support all hardware and software.
- Train end users on all hardware, software, VOIP phones, copiers, and other peripherals.
- Assist with maintaining inventory of all personal property.
- Capture, edit, and produce audio and video files for training and litigation support.
- Assist with security scans and vulnerability remediation.
- Assist in maintaining and troubleshooting backup jobs.
- Work with national IT operations team to address local computing and networking issues.

- Regularly attend web-based and in-person IT trainings across the nation.
- Assist in creating and maintaining office IT policies.
- Assist in maintaining office Internet and intranet web pages.

Selection Criteria: The successful applicant must have strong technology skills and the ability to exercise good judgment, act with diplomacy, and maintain confidentiality.

Conditions of Employment: The selected candidate will be subject to a background check or investigation, including an F.B.I. name and fingerprint check and an I.R.S. tax check, and subsequent favorable suitability determination for employment. Employees of the Office of the Federal Public Defender are in the excepted service, are considered “at-will” employees, and are not covered by the Civil Service Reform Act. This position will be filled subject to the availability of funds.

Salary and benefits: This is a part-time (20 hours per week), permanent position. Part-time federal salary and benefits apply. Salary commensurate with experience and qualifications of the selected applicant, ranging from JSP 09 (\$28.83 per hour) to JSP 12 (\$54.35 per hour) subject to mandatory electronic transfer (direct deposit) of net pay.

How to Apply: Qualified persons may apply by electronically submitting a letter of interest, resume, and three professional references to: wvsrecruiting@fd.org.

Posting Date: April 2, 2024. Applications must be received by April 17, 2024. All responses will remain confidential. The Office of the Federal Public Defender is an equal opportunity employer. Women and minorities are encouraged to apply. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or interview process, please contact Administrative Officer Stacy Boggess at 304-347-3350.

The Office of the Federal Public Defender is an Equal-Opportunity Employer