

**FEDERAL DEFENDERS
MIDDLE DISTRICT OF ALABAMA
FEDERAL DEFENDER PROGRAM, INC.**

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CHRISTINE A. FREEMAN
Executive Director

POSITION ANNOUNCEMENT
PART-TIME CONTRACT COMPUTER SYSTEMS ASSISTANT

The Middle District of Alabama Federal Defender Program, Inc., is an Alabama non-profit organization which is funded by the Administrative Office of the United States Courts. We are not a Government agency and are not government employees. This organization contracts with the Administrative Office of the United States Courts, to provide legal representation to indigent persons charged with federal crimes in the Middle District of Alabama and to provide representation in federal court to persons challenging their state convictions, including capital sentences.

The **Part-Time Contract Computer Systems Assistant** (“PCCSA”) will provide assistance to the Computer Systems Administrator (“CSA”) on assigned tasks for administration, technical and user support, for all computer operations of this organization. The CSA operates under the direct supervision of and in consultation with the Executive Director and First Assistant and is required to be in daily, close communication with all staff. System applications include word processing, case management, financial management, networking, litigation support and data communication functions.

Duties of the PCCSA may include the following:

- Support for data processing, office automation, networking and data communication processes;
- Routine upgrades of hardware and software;
- Technical and end-user support for all systems, including troubleshooting and performing preventative maintenance; diagnosing user issues;
- Assisting in network security responsibilities;
- Assisting in installation of equipment and software;
- Restoring and reconstructing damaged databases;
- Monitoring systemwide operations;
- Assisting in technical documentation for all assigned systems operations;
- Providing litigation support to staff attorneys, investigators and paralegals in courtroom preparation and presentation.

Minimum qualifications for the PCCSA position include a minimum of five years of specialized experience with PC's and networking, in a Windows server environment; excellent troubleshooting and communication skills, both written and verbal; extensive experience in supporting Windows Desktops; possession of a valid driver's license, a reliable automobile and vehicle liability insurance; and the ability to work flexible hours and travel overnight is required. The duties associated with this position require the individual to be able to walk, sit, stand, talk, hear, touch, feel and reach. The individual must also frequently lift and/or move up to 50 pounds.

Applicants must be United States citizens or eligible to work in the United States. The hourly rate of pay will depend on experience. This position is not permanent or full-time and does not include benefits.

To apply, send a letter describing your interest in the position and a resume to: Christine A. Freeman, Executive Director, Office of the Federal Defender for the Middle District of Alabama, 817 S. Court Street, Montgomery, Alabama 36104. Do not telephone regarding the position. We welcome applications from all qualified people, regardless of age, sex, race, national origin, ethnicity, sexual orientation, religion or disability.

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