

OFFICE OF THE FEDERAL DEFENDER
Middle District of Alabama POSITION ANNOUNCEMENT
Assistant Computer Systems Administrator

The Office of the Federal Defender for the Middle District of Alabama, is accepting applications for the position of Assistant Computer Systems Administrator (ACSA). The Federal 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 FDO. 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. Individual must also occasionally lift and/or move up to 50 pounds. 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.

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.