

# FEDERAL PUBLIC DEFENDER NORTHERN DISTRICT OF TEXAS

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## Vacancy Announcement

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Position: Assistant Computer Services Administrator

Location: Dallas Division

Application Deadline: Open Until Filled

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The Federal Public Defender for the Northern District of Texas is accepting applications for an Assistant Computer Services Administrator (ACSA).

The Federal Defender organization 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. Skilled collaboration, strategic litigation, compassionate representation, and unique approaches to the issues affecting our clients are among the values we aim to foster in our office. If you are not able to work well with other lawyers, paralegals, investigators, legal assistants, and interns in the office in defending the indigent, then do not apply.

The ACSA provides high level day-to-day support to ensure the proper functioning of office IT-based systems, including but not limited to network, data processing, telecommunications, and office automation. The ACSA provides technical and end-user support, and performs all automation support services necessary for the efficient operation of office systems. The ACSA provides consultation and support to legal staff for methods to use effectively the personal computer and related litigation software in case preparation and presentation. The ACSA also assists in developing and implementing a technology plan including areas, such as security, quality control, procurement, productivity, and cost effectiveness; develops and maintains local technical and user documentation; and makes presentations on automation to office staff members.

The ACSA provides desktop support for Windows 7 and Windows 10 64 bit operating systems, Lotus Notes, Microsoft Office 2013 and 2016, Pulse Secure VPN, Symantec Endpoint Protections (SEP) Version 14, WordPerfect, Corel Office X5, DameWare Remote Support 12.0, and ManageEngine 10. The person in this position also provides high caliber network support in an enterprise environment, including switches, routers, ethernet cabling, and TCP/IP diagnostics. In addition, the ACSA assists in deploying and maintaining mobile devices such as iPhones and iPads, and imports, converts, edits, and produces audio/video from various sources, including audio cassette, VHS, DVD, MJPEG, DIVX, XVID, and .MOV format from Apple.

Candidates should possess a minimum four (4) years of experience working with Windows Server 2008/2012, Active Directory, Windows deployment services, DHCP, DNS, backing up domain

controllers (system state/AD information), and working in a data center environment including racking servers, managing wires, and reviewing hardware/lights for errors.

Candidates should possess a minimum three years (3) experience in the following areas:

- Enterprise environment supporting 14 plus physical servers
- VMWARE VSphere including provisioning servers, high availability, moving servers between physical machines, and backing up (Veam)/Snapshots
- VMWare View VDI Solution
- Network switches including ability to TELNET into a switch, basic trouble shooting, and packet captures
- Network storage including basic SAN configuration via iSCSI, basic NAS operation and configuration, provisioning space and allocating to Windows servers
- Data warehousing

Applicants with a Bachelor's or advanced degree from an accredited college or university with concentration in computer or management information are preferred. Attention to detail, ability to work independently or as part of a team with a strong work ethic are required; must have the ability to learn new skills. Education above the high school level in an accredited institution(s) may be substituted for a portion of the applicants' general and/or specialized experience. The individual must frequently lift and/or move up to 50 pounds.

Must be able to occasionally both travel overnight and work non-traditional hours.

**Salary and Benefits:** The position is full-time with federal benefits and salary commensurate with experience and qualifications. The starting salary for the position will fall within a range of \$53,030 to \$92,286. The position is excepted service and does not carry the tenure rights of the competitive Civil Service. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit. Appointment and retention is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check.

**Application Process:** To apply, email to [TXN\\_Employment@fd.org](mailto:TXN_Employment@fd.org) **in a single Adobe PDF file using the subject line "NDTX-ACSA"** the following:

- A brief cover letter explaining your interest in the position and your qualifications;
- A resume;
- References.

**No phone calls please. Submissions not following this format will not be considered. Moreover, do not send your application directly to the Federal Public Defender via e-mail because he will promptly delete the e-mail.** Only those selected for interview will be contacted. Applications will be accepted until position is filled. More than one position may be filled with this announcement. Proof of U.S. citizenship or other employment eligibility required.

The Federal Public Defender is an Equal Opportunity Employer