

Office of the Federal Public Defender Middle District of Pennsylvania

POSITION ANNOUNCEMENT: Assistant Computer Systems Administrator

The Federal Public Defender for the Middle District of Pennsylvania is accepting applications for the position of Assistant Computer Systems Administrator (ACSA), to be stationed in the Harrisburg, Pennsylvania office. The Federal Public Defender operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide legal representation in federal criminal cases and related matters in the federal courts.

The ACSA receives guidance and supervision from the Computer Systems Administrator. The ACSA is primarily responsible for providing end user support, application support and maintenance, network infrastructure design and maintenance, computer security, telecommunications, and support of general office automation projects.

The ACSA will be required to possess a valid driver's license, travel occasionally to the Williamsport and Scranton branch offices, and attend national conferences.

Requirements: To qualify for the position of ACSA, a person must be a high school graduate, or equivalent, however, college-level study of computer technologies is desirable. The successful candidate must possess a minimum of 4 years of general Information Technology experience and demonstrate a working knowledge of a Microsoft Windows environment; experience with Windows Server 2012/2016, Active Directory administration, Group Policy, Windows Server Update Services, Windows 7 & 10, computer & network security, firewalls, and network back-up software, Hyper-V, Remote Desktop services, and Microsoft Office 2016. Strong preference for applicants with experience training and communicating with end users of all levels. The applicant must possess excellent communication and organizational skills, the ability to work in a team environment, and must be able to lift or carry up to 50 pounds.

Salary and Benefits: This is a full-time position. Federal government salary and benefits apply, including retirement, health and life insurance, the Thrift Savings Plan program, and flexible spending accounts. Salary is commensurate with experience. Direct deposit of pay required. Employees of the Federal Defender are considered "at-will" employees and are not covered by the Civil Service Reform Act. The selected candidate will be subject to a background check as a condition of employment. Applicants must be a U.S. citizen or a permanent resident in the process of applying for citizenship and eligible to work in the United States.

How to Apply: Persons may apply by sending a letter of interest and resume, with references, to:

**Federal Public Defender's Office
Attention: Assistant CSA
100 Chestnut Street, Suite 306
Harrisburg, PA 17101**

Applications must be received by August 15, 2018. **No telephone calls or e-mails please.** Interviews will be conducted in Harrisburg on August 21 and 22. **Employment to commence no later than September 17, 2018.**

**The Federal Public Defender for the Middle District of Pennsylvania
is an Equal Opportunity Employer.
Women and minorities are encouraged to apply.**