

FEDERAL PUBLIC DEFENDER  
DISTRICT OF COLUMBIA  
SUITE 550  
625 INDIANA AVENUE, NW  
WASHINGTON, DC 20004

A. J. KRAMER  
*Federal Public Defender*

TELEPHONE (202) 208-7500  
FAX (202) 501-3829

## VACANCY ANNOUNCEMENT Computer Systems Administrator

**Closing Date: June 30, 2012**

The Office of the Federal Public Defender for the District of Columbia has an opening for a Computer Systems Administrator. The Federal Public Defender operates under the authority of the Criminal Justice Act to provide defense services in federal criminal cases and related matters in the federal courts in D.C.

The Computer Systems Administrator is responsible for: 1.) Local area network and IT management and support; 2.) Administrative analysis and support; and, 3.) Litigation support. The position performs duties and responsibilities, among others, such as: provides consultation and day-to-day administration and support to assigned and PCs and network-based systems to ensure reliable and effective operation; trains and supports all IT-based data processing, office automation, networking, and data communication processes; troubleshoots and corrects system failures; performs automation-related training for staff; consults and assists attorneys, investigators, paralegals and support staff with preparation for criminal trials in the effective use of PC-based applications such as spreadsheets, databases, presentation graphics, graphic programs and other litigation support tools; assists in determining processes to be automated; assists in developing procedures and documentation; assists in videoconferencing and in property inventory management.

Knowledge of, and experience in, computer systems, administration principles, practices, methods, and techniques, Windows, Novell networks, and Wordperfect required. Experience with databases and presentation software, as well as ability to develop and maintain a website is desirable. An Associate's or Bachelor's Degree with a concentration in computer science or management information science preferred.

This is a full-time position with federal salary and benefits commensurate with experience, qualifications, and education. Employees are considered at-will and are not covered by the Civil Service Reform Act. Submit a resume with a cover letter, which must be received no later than **June 30, 2012**, to:

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The Federal Public Defender is an equal opportunity employer. This position is subject to mandatory electronic transfer for payment of net pay. Employment is provisional pending the successful completion of a required background check, and is contingent upon funding.