

POSITION ANNOUNCEMENT 12-06
Assistant Computer Systems Administrator
Office of the Federal Public Defender
Western District of Texas

THE FEDERAL PUBLIC DEFENDER is accepting applications for the position of assistant computer systems administrator (ACSA). The Federal Public Defender 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. The position will be in one of the organization's staffed offices, which are in San Antonio, El Paso, Del Rio, Austin, Alpine and Pecos.

Duties. The ACSA assists in administering the day-to-day operation and support of an integrated Windows network over a Wide Area Network. The ACSA installs and updates software; performs preventive maintenance, and analyzes and corrects system failures. The ACSA assists the Computer Systems Administrator (CSA) in training users and in providing support to users, including one-on-one support. The ACSA assists attorneys and support staff with preparation for trials using PC-based applications such as databases, spreadsheets, graphics programs, presentation graphics, and other litigation-support tools. The ACSA will also respond to routine systems questions and resolve user hardware, software, and other system problems. With the CSA, the ACSA will anticipate and plan for new technological needs. The ACSA will also perform other duties, as assigned. Frequent travel, including overnight travel, is required.

Requirements. To qualify for the ACSA position, a person must be a high school graduate or equivalent and have at least three years of general experience, which provided a working knowledge of automated systems, and two years of specialized experience, and comprehensive knowledge of computer systems administration principles, practices, methods and techniques. Some higher education from an accredited college or university, preferably with a concentration in computer or management-information science or a related field, may be substituted for some of the required experience. Notwithstanding any educational substitution, however, specialized knowledge and experience in the following areas is required:

- * Microsoft Windows Server 2008 R2 and Windows 7 desktop and laptop computers, with demonstrated experience in systems administration and change management;
- * The use of Microsoft SharePoint Designer to customize Microsoft SharePoint Foundation and Microsoft Search Server Express sites;
- * Active Directory, IIS 6.0, upgrades, system administration, and security;
- * Windows PowerShell 2.0, VBscript, and HTML and XML;
- * User Interface design and implementation; and
- * Database design, maintenance, and development, using Microsoft SQL Express.

Employment is subject to a satisfactory background investigation, including, but not limited to, an FBI fingerprint and name check.

Selection Criteria. Candidates should have strong knowledge of WordPerfect and of IBM Lotus Notes, including the Department Calendar application. The candidate will have a demonstrated proficiency in mastering and applying new technical skills and concepts, the ability to quickly diagnose and respond to system difficulties, strong client-service orientation, especially in the legal field, and excellent communication skills.

Salary and Benefits. The salary for the person selected will be commensurate with that person's experience and qualifications, within a range of \$54,032 (JSP-9, Step 1) to \$69,809 (JSP-12, Step 1). The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employment benefits, including health and life insurance, retirement, and participation in the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Persons may apply by forwarding a letter of interest (mentioning announcement number 12-06) and résumé to G. Patrick Black, Acting Federal Public Defender, Western District of Texas, 727 E. Cesar E. Chavez, Suite B-207, San Antonio, Texas 78206-1278. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Administrative Officer Susan Andrade at (210) 472-6700. Position announced July 20, 2012; open until filled.

The Federal Public Defender is an equal-opportunity employer.