

Office of the
FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF OHIO

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Branch Offices

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617 Adams Street
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Toledo, Ohio 43604-1433
Phone: 419-259-7370
Fax: 419-259-7375

Thomas D. Lambros Federal Building and
United States Courthouse
125 Market Street
Youngstown, Ohio 44503-1780
Phone: 330-746-6399
Fax: 330-746-6391
(By Appointment Only)

ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

The Office of the Federal Public Defender for the Northern District of Ohio is accepting applications for an Assistant Computer Systems Administrator. The FPD operates under authority of the Criminal Justice Act, U.S.C. § 3006A to provide defense services in federal criminal cases and related matters in the federal courts on behalf of indigent clients.

The ACSA will be primarily responsible for user support services, including but not limited to responding to routine systems questions; resolving user hardware, software, or other system problems; and providing user training for attorneys and staff. The ACSA receives technical guidance from the office's Computer System Administrator and provides assistance on all aspects of the administration of an integrated Windows 2008 network over a Wide Area Network. The ACSA will also provide assistance in the areas of litigation support software, digital courtroom presentation tools, and video conferencing equipment and software. It is anticipated that the ACSA will also be designated as the office's Custodial Officer to be responsible for managing the inventory of all property.

Successful applicants will have, at a minimum, a high school diploma or equivalent; three years general experience which provided a working knowledge of automated systems; two years of specialized experience with comprehensive knowledge of computer systems administration principles, practices, methods and techniques, skill and judgement in the analysis of systems problems; experience in the administration of Windows 2008 Server R2 and Windows desktop operating systems and similar operating systems; knowledge of a virtualized infrastructure using ESXI VMware; the ability to prioritize multiple tasks and follow detailed instructions; the ability to communicate effectively orally and in writing to a variety of level of end users; the ability to create and maintain system and user documentation as necessary; proficiency in using and supporting Apple products and video editing software; word processing software (WordPerfect, MS Word) and similar office tools (Excel, PowerPoint, Access); and proficiency in using and supporting html programming and/or similar web design software.

This is a full-time position with federal salary and benefits based on qualifications and experience. Employees are considered at-will, and are not covered by the Civil Service Reform Act. Electronic funds transfer of net pay is required. This position carries certain federal government employment benefits, including health and life insurance, retirement, and the Thrift Savings Plan. Employment is provisional pending the successful completion of a required

background check. Applicants must be United States citizens or eligible to work in the United States. The individual must also frequently lift and/or move up to 50 pounds.

Qualified persons may apply by forwarding a letter of interest, resume, a completed Federal Judicial Branch Application for Employment (AO 78) and a list of three references to:

Office of the Federal Public Defender
ATTN: Assistant Computer Systems Administrator
1660 W. 2nd Street
Skylight Office Tower, Suite 750
Cleveland, Ohio 44113

All applications must be postmarked by June 15, 2012 No telephone or email inquiries please. EOE.