



FEDERAL PUBLIC DEFENDER

Northern District of Ohio



IS LOOKING FOR HIGHLY SKILLED

ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR CLEVELAND, OHIO

\$63,810 – \$120,301

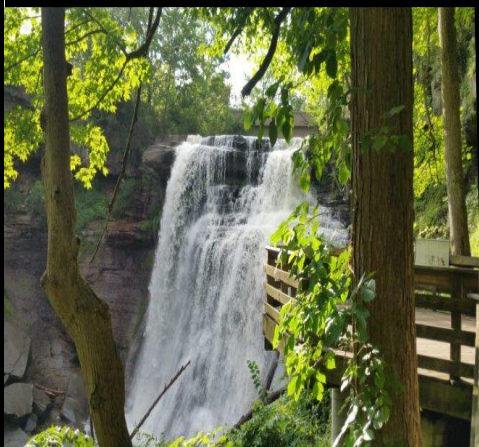
Plus Excellent Benefits

Salary heavily dependent on prior experience and location

For Preferential Consideration, Apply By

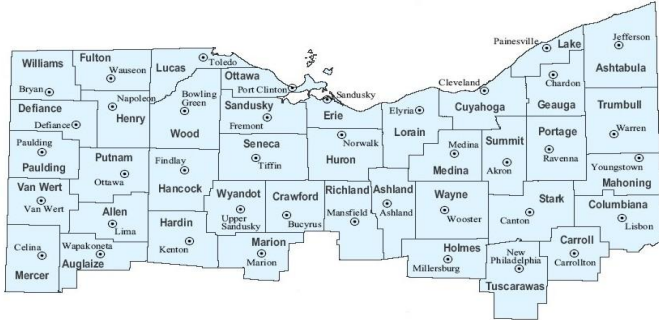
May 16, 2025

(First Review, Open Until Filled)



WHY APPLY?

This is an exciting opportunity for anyone with a heart for public service and an interest in criminal law to join a dedicated team of professionals in one of the most vibrant locations in the country, Northeast Ohio! Located on the shores of Lake Erie, not only does Cleveland and our surrounding locations offer professional sports, but



also, the second largest theater district in the country, a world-class art museum, a world-class orchestra, and a national park with hiking, biking, kayaking, and fishing opportunities. If you are a computer system or IT professional interested in a rewarding career in public service, want to work as part of a team of professionals dedicated to a cause, hope to have a tangible impact on your community, and share our belief that no one should be defined by their worst day, this is the right position for you!

WHAT WE DO

Our mission at the Office of the Federal Public Defender for the Northern District of Ohio is to zealously represent and defend indigent citizens in order to preserve, protect and defend the principle of equal justice for all.

We do this in accordance with the Criminal Justice Act. We provide representation to individuals in federal criminal cases or under federal criminal investigation.



WHO WE ARE

We serve the northern 40 counties of Ohio along the coast of Lake Erie, from Pennsylvania to Indiana,



providing free legal defense to those who cannot afford it on their own.

We are attorneys, paralegals, investigators, office administrators, information technology specialists, and legal assistants, dedicated to defending our fellow citizens by providing them with legal counsel. We are zealous advocates for our clients, providing independent trial defense services free from outside influence. We represent every client within the guidelines of the laws, consistent with our professional ethics, and in accordance with all applicable rules of practice. We work together as a team of legal professionals to uphold every person's right to be presumed innocent, and when required to a fair sentence. Our defense is vigorous at trial, sentencing, on appeal, and in state capital post-conviction. We advocate for humane sentences by showing judges, prosecutors, and the Ohio Parole Board that we represent people, not criminals.

We are committed to cultivating a culture of acceptance and connectedness that honors the diverse backgrounds of the people we represent. We value diversity and believe better legal representation occurs when members of the defense team have diverse backgrounds. We seek out and embrace the unique contributions that you can bring, including your culture, ethnicity, education, opinions, race, sex, gender identity and expression, sexual orientation, nation of origin, age, languages spoken, veteran's status, religion, disability, or economic status.



THE ORGANIZATION

Established in August of 1973, the Office of the Federal Public Defender for the Northern District of Ohio operates four offices, including a main office in downtown Cleveland and branch offices in Akron, Youngstown, and Toledo. Our staff of 52 employees is split between the Trial Unit, performing traditional indigent criminal defense and appeals, and the Capital Habeas Unit, providing post-conviction representation to inmates sentenced to death. The position will be in the Cleveland office.

WHO YOU ARE

You are a proactive, solution-oriented IT professional who thrives in a fast-paced, service-focused environment. You enjoy rolling up your sleeves and handling a wide range of technical challenges, from user support to server management. You are a trusted and reliable individual with a heart for public service. You use sound judgment to carry out your responsibilities. You appreciate the importance of diversity. You always partner with other members of the office, seek out the opinions of your colleagues, and love to work as a team. You are guided in your work by your ethical and moral standards and your sense of integrity. No detail is too small for your attention.

RESPONSIBILITIES OF THE ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

If selected for this role you will ensure the smooth operation of our systems, supporting staff across multiple locations, and maintain the technology infrastructure that underpins our mission to provide high-quality defense to clients in federal criminal cases.

We are seeking a hands-on professional with proven skills, and a desire to serve in a dynamic, fast-paced environment.

- Administer and support Microsoft Active Directory, including user accounts, group policies, and security settings.
- Manage and maintain Hyper-V virtualization environments, including setup, configuration, and troubleshooting.
- Provide end-user support for Microsoft Office 365 (Exchange Online, Teams, SharePoint), including issue resolution and user training.
- Install, configure, and maintain hardware and software, including desktops, laptops, servers, printers, and peripherals.
- Support and troubleshoot network infrastructure, including switches, routers, firewalls, and connectivity issues.
- Deliver desktop and help desk support, including system updates and hardware/software troubleshooting.
- Assist with courtroom technology, ensuring seamless technical performance during legal proceedings.
- Collaborate with national IT teams and external vendors to implement new technologies and upgrades.
- Maintain thorough documentation of systems, configurations, and standard operating procedures.
- Help develop and deliver training programs on IT systems and best practices.
- Participate in data backup and disaster recovery, planning, testing and implementation.
- Assist with compliance and security audits, ensuring all systems align with national IT cybersecurity and data protection standards.
- Assist in mobile device management (MDM), ensuring secure configuration and deployment of smartphones and tablets.
- Provide after-hours or on-call support as needed for critical systems or emergency troubleshooting.
- Provide support to users across four primary office locations and two satellite offices; some travel required.
- Perform other duties as assigned to support the Defender's mission and operations.





IDEAL CANDIDATE

Education and Experience

Must be a high school graduate or equivalent and have a minimum of three years of general experience in system administration, network support, or IT infrastructure management. A Bachelor's degree in computer science, information technology, or a related field from an accredited college or university is preferred. Because we have branch offices across the district, a valid driver's license and good driving record is required.

The most competitive applicants will demonstrate a proven ability to manage multiple priorities, adapt to changing needs and communicate technical information clearly to non-technical users. A detailed-oriented self-starter, they will be comfortable handling courtroom tech and infrastructure improvements in a multi-office environment. A background supporting IT operations in federal, legal, or public defense setting is highly desirable, but not required.



COMPENSATION & BENEFITS

- \$63,810 - \$120,301
- Health & Life Insurance
- FERS Retirement
- Social Security
- Thrift Savings Plan
- Transit Subsidy Voucher
- 12 Holidays
- Annual Leave
- Sick Leave
- Paid Parking

HOW TO APPLY

All qualified candidates are strongly encouraged to apply by **May 16, 2025** (first preferential review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. Only applicants selected for interviews will be contacted. To apply send a **single Adobe .pdf** document via email which includes a letter of interest, your resume, a completed AO78 Application for Judicial Employment, and three (3) references to ohn_employment@fd.org, subject line: "2025-04 Cleveland ACSA".

NOTICE

Employees are considered at-will and are not covered by the Civil Service Reform Act. The position offers responsibility, independence, dynamic teamwork, and generous federal benefits. The Office of the Federal Public Defender for the Northern District of Ohio is an Equal Opportunity Employer. Employment is provisional pending the successful completion of a required background check. You must be a United States citizen or eligible to work in the United States. You must possess a valid driver's license. Travel by a personal vehicle may be required.

FEDERAL JUDICIAL BRANCH
APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number.

1. Name (Last, First, Middle Initial)		2. Phone Number	
3. Present Address (Street, City, State, Zip)			
4. Email Address		5. Place of Birth (city/town, state, & country) (required for background investigation)	
6. Other Names Previously Used for Employment Purposes		7. Date of Birth (complete only for law enforcement positions)	
GENERAL			
8. Are you a U.S. Citizen?	YES	NO	If no, give the Country of your citizenship
9. a. Were you ever a federal civilian employee?	YES	NO	If yes, give highest civilian grade: _____ / _____ / _____ Pay Plan Grade Step
b. Are you receiving a federal civilian annuity payment?	YES	NO	
c. Are you receiving federal severance pay?	YES	NO	If yes, give former agency contact/telephone: _____
d. Have you received a federal separation incentive payment in the past 5 years?	YES	NO	If yes, state mo/yr received and former agency contact/telephone: _____
10. Do you have any relatives who are Judges, Officers or employees of the United States Courts?	YES	NO	If yes, give their names, positions, and relationships to you. _____
11. Have you ever served on active duty with the military?	YES	NO	(If selected, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified and credited)
BACKGROUND INFORMATION			
12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?	YES	NO	If yes, provide in Section 18 the date, explanation of problem, reason for leaving, and employer's name/address.
13. Are you delinquent on any Federal debt? (Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan)).	YES	NO	If yes, provide in Section 18 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

EDUCATION

14. a. Do you have a high school diploma or G.E.D. equivalent? ☐ YES ☐ NO

b. Name and location of colleges or universities attended (<i>including law schools</i>)	Dates Attended mm/dd/yyyy		Credit Hours		Type of Degree (if applicable)	Date Received mm/dd/yyyy	Grade Point Average and/or scholastic standing
	Start	Finish	Quarter	Semester			

15. Other schools or training attended (*list name/location of school, dates attended, subject studied, certificates received, and other pertinent data*):

JOB RELATED SKILLS, AWARDS, SPECIAL ACCOMPLISHMENTS

16. List any skills (e.g., language, computer, keyboarding speed), honors, awards, or special accomplishments (e.g., memberships in professional/honor societies, leadership activities, performance awards) that you believe are relevant to your ability to perform the job:

APPLICANTS FOR LEGAL POSITIONS

17. a. Are you admitted to the Bar? YES NO If yes, list the name of Bar(s) and date(s) of admission.
- Name of Bar: _____ Date (mm/dd/yyyy): _____
- Name of Bar: _____ Date (mm/dd/yyyy): _____
- b. Is your Bar membership? ACTIVE INACTIVE If active, list the name of Bar(s).
- Name of Bar: _____ Date (mm/dd/yyyy): _____
- Name of Bar: _____ Date (mm/dd/yyyy): _____
- c. What was your scholastic standing in law school? UPPER ½ UPPER ⅓ UPPER ¼
- d. Were you a member of an editorial board of law review or a moot court participant? YES No

18. REMARKS (*Use this space for continuation of answers. List the item number being explained.*)

WORK EXPERIENCE

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

A

Dates of Employment (mm/dd/yyyy) From: _____ To: _____	Number of hours worked per week: Full-Time Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name of Immediate Supervisor Title of Immediate Supervisor Business Telephone: (Area Code and Phone Number)		Name of Employer (firm, organization, etc.) Address of Employer
Reason for Leaving		
Description of Work		

B

Dates of Employment (mm/dd/yyyy) From: _____ To: _____	Number of hours worked per week: Full-Time Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and of Immediate Supervisor Title of Immediate Supervisor Business Telephone: (Area Code and Phone Number)		Name of Employer (firm, organization, etc.) Address of Employer
Reason for Leaving		
Description of Work		

C

Dates of Employment <i>(mm/dd/yyyy)</i> From: _____ To: _____	Number of hours worked per week: Full-Time Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade <i>(If in federal Service)</i>	Place of Employment City _____ State _____
Name of Immediate Supervisor Title of Immediate Supervisor Business Telephone: <i>(Area Code and Phone Number)</i>		Name of Employer <i>(firm, organization, etc.)</i> Address of Employer
Reason for Leaving		
Description of Work		

D

Dates of Employment <i>(mm/dd/yyyy)</i> From: _____ To: _____	Number of hours worked per week: Full-Time Part-Time	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade <i>(If in federal Service)</i>	Place of Employment City _____ State _____
Name of Immediate Supervisor Title of Immediate Supervisor Business Telephone: <i>(Area Code and Phone Number)</i>		Name of Employer <i>(firm, organization, etc.)</i> Address of Employer
Reason for Leaving		
Description of Work		

OPTIONAL BACKGROUND INFORMATION – RESPOND ONLY IF REQUIRED BY THE VACANCY ANNOUNCEMENT

Answer questions 19, 20, and 21, only if required by the vacancy announcement. Your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

- | | | |
|--|--|---|
| 19. During the last 7 years, have you been convicted, imprisoned, on probation, or on parole? <i>(Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)</i> | <input type="checkbox"/> YES <input type="checkbox"/> NO | If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of police dept or court. |
| 20. Have you been convicted by a military court-martial in the past 7 years? | <input type="checkbox"/> YES <input type="checkbox"/> NO | If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of military authority or court. |
| 21. Are you now under charges for any violation of law? | <input type="checkbox"/> YES <input type="checkbox"/> NO | If yes, provide in Section 22 the date, explanation of violation, place of occurrence, and name/address of police dept or court. |

22. REMARKS *(Use this space for continuation of answers. List the item number being explained.)*

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE _____

DATE SIGNED _____