



FEDERAL PUBLIC DEFENDER

Northern District of Ohio



COMPUTER SYSTEMS ADMINISTRATOR

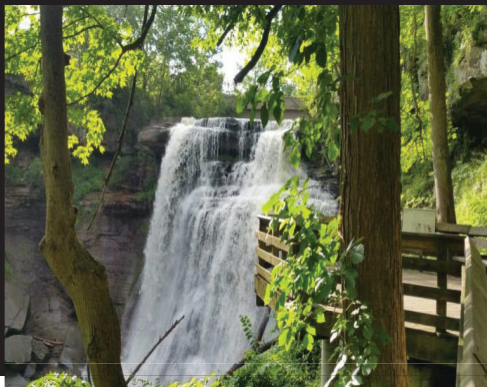
\$67,364 - \$124,818

Plus Excellent Benefits

Apply by

July 30, 2021

(First Review, Open Until Filled)

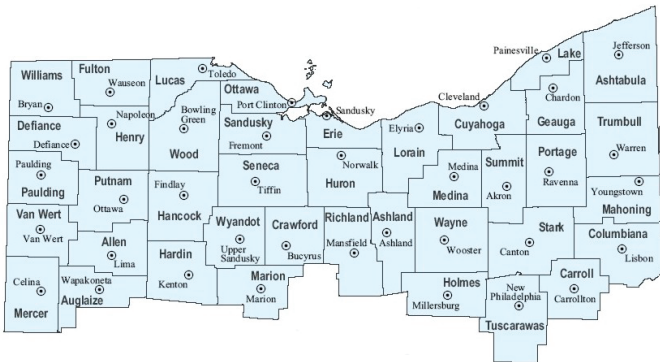


WHY APPLY?

Located in the heart of downtown Cleveland, Ohio, the Office of the Federal Public Defender for the Northern District of Ohio serves the northern 40 counties of the state along the coast of Lake Erie, from Pennsylvania to Indiana, providing free legal defense to those who cannot afford their own.

What makes Cleveland special? Is it the string of Metroparks running through the city, including the 33,000 acres of woods, water and wildlife that is the Cuyahoga Valley National Park? Is it the lighthouses dotting the coastline, and the history of Lake Erie? Is it Playhouse Square, the country's largest performing arts center outside of New York City? Is it our world-class art museum, or our professional sports teams? It's all these things, and more. Mostly it's the people of northern Ohio, and the affordable cost of living, which makes Cleveland an ideal place to call home.

We are looking for a leader who understands the challenges associated with operating a fully functioning Information Technology operation. If you possess strong interpersonal and leadership skills and enjoy challenges, this is the right position for you!



WHAT WE DO

The Office of the Federal Public Defender for the Northern District of Ohio zealously represents and defends 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 are financially unable to retain counsel.

WHO WE ARE

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, and on appeal. We advocate for humane sentences by showing judges and prosecutors 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 is dedicated to the defense of clients charged with federal offenses. The organization operates four offices, including a main office in downtown Cleveland and branch offices in Akron, Youngstown, and Toledo. Our staff of 44 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 Federal Defender is authorized and funded pursuant to the Criminal Justice Act. Caseloads range from petty offenses, to multi-defendant drug conspiracies, sophisticated computer crimes, terrorism, and smuggling cases.

The CSA will be primarily based in the Cleveland office of the Federal Defender, but will also travel, providing support in the Akron, Youngstown, and Toledo branch offices.

WHO YOU ARE

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 knowledgeable about current and emerging technology and are passionate about being on the cutting edge of new developments. When you don't understand something or don't have an answer to a question you pursue self-education and seek assistance until you do. You are a self-starter, an innovative thinker who doesn't just identify problems, but also identifies solutions to those problems. You are a well-organized person who can handle multiple tasks at once. You are "customer

oriented" and understand your co-workers information technology needs. You treat your co-workers with respect, recognize that not everyone understands technology like you do, and can answer technical questions in plain English. You are candid in your advice, but respectful of others. You harness all these skills and apply your creativity to overcome difficult problem sets. Above all, you maintain your high standards while treating our clients and your co-workers with empathy and understanding.

RESPONSIBILITIES OF THE CSA

The Computer Systems Administrator ("CSA") is a senior member of the management team directly responsible to the Federal Defender for planning, directing, managing, and organizing all activities related to information technology. Your responsibilities not only extend to the day-to-day information technological needs of our four staffed branch offices (Cleveland, Toledo, Akron, and Youngstown), but also include providing litigation support to attorneys and staff actively engaged in trial work at all four locations. Your responsibilities include but are not limited to:

- Planning, directing, managing, and organizing all FPDO information technology and information security activities for a growing staff.
- Planning for and adjusting operations to meet user needs in an ever-evolving field.
- Developing short- and long-term strategic plans to support users both inside the courtroom and in the office.
- Identifying and implementing procedures related to information technology consistent with both user needs and national defender programs.
- Identifying and exploiting national resources to support user needs, both inside the courtroom and in the office.
- Initiating and managing special information technology research and projects as directed by the Defender.
- Supervising and mentoring the Assistant CSA.





- Developing regular and easily understandable user training programs.
- Provide leadership and coaching to, and regularly communicating with, the entire staff on information technology matters.
- Assist in maintaining all network and desktop hardware and peripheral equipment (such as scanners and copiers), digital equipment (such as tablets) and digital phone and voicemail systems in all office locations.
- Provide friendly and patient technical support to the attorneys, legal support, and administrative staff of the Office, and assist in training and providing support to users, including one-on-one support.
- In coordination with the Defender and Administrative staff, projecting, planning, and monitoring a growing annual information technologies budget of nearly \$100,000.00 to ensure the consistent delivery of quality services.
- Planning and preparing for continuity of operations on a day-to-day basis and under emergency conditions.
- Developing, planning, coordinating, and initiating district wide FPD information technology initiatives.
- Actively communicating with management and staff to keep everyone current on emerging technologies, system-wide policies and procedures, and information technology initiatives.
- Regularly travel in the district to ensure the information technology needs in all branch offices are being met.
- Staying current in your field by identifying and participating in training programs, national CSA conferences and meetings, etc.



OPPORTUNITIES & CHALLENGES

Balance

The ability to service 44 plus users, keep all systems up and operating, and simultaneously promote technical advances will be a challenge for the new CSA.

Large Data Volume

The volume of digital evidence in federal crimes is growing exponentially, as even routine gun or drug cases can now have enormous volumes of digital body camera videos from the arresting officers. The CSA will consider new technologies to store, access and retrieve this evidence for the legal staff in the office and advise the Defender on new data infrastructure systems for this evolving need.

Cloud Storage & Security

As part of the Judiciary, and as a law office that handles confidential client information, cyber security is the highest priority for the Federal Defender's office. Simultaneously, "power users" in the office are anxious to explore cloud-based solutions to better serve district clients, such as collaborative tools including OneNote, or shared data on web-hosted services. Working with FPD national advisors, the CSA will evaluate cloud-based storage solutions and case-management tools and advise the Defender on solutions that maximize efficiency while protecting the integrity of highly confidential information.

Significant Resources

The Defender values the importance of technology as a tool to better serve our mission of defending indigent clients. Significant resources are therefore available to improve and develop new infrastructures, and to experiment with new technological innovations. This position represents an opportunity for a creative technological specialist to advise on and explore new solutions for an important mission.



IDEAL CANDIDATE

Education and Experience

A Bachelor's degree in a relevant field and at least three years of general experience with automated systems, and two years of specialized experience and comprehensive knowledge of computer systems administration principles, practices, methods, and techniques. Specialized knowledge, skill, and experience in the following areas is required:

- Windows Server 2012/2016/2019 support and administration.
- Windows 10 desktop, laptop, and tablet computer support and administration.
- Microsoft Office 2016/Office 365 support and administration.
- End user support, training, and help desk.
- Demonstrated experience in Hyper-V virtualization, administration.
- Windows Active Directory administration.
- Group Policy Management.
- Ability to troubleshoot and resolve complex problems in networks, computer hardware and computer operating systems in a friendly and expedient manner.
- Strong organization skills, ability to work independently, multi-task effectively and to participate cooperatively as part of a criminal defense team.

Specialized knowledge, skill, and experience in the following areas is preferred:

- Leadership and management experience.
- Experience planning, managing, and implementing an IT budget.
- Experience with Law Office information technology and litigation support tools such as CaseMap and Trial Director. Experience with forensic data analysis tools is a plus.
- A working knowledge of online investigation and research software, such as Westlaw, Lexis, Accurint, and/or X1 Social Discovery.

- A working knowledge of multimedia editing and conversion software, such as Audacity, Goldwave, Camtasia, AVS Software Suite, and/or iMovie. Experience preparing sentencing videos is a plus.
- A working knowledge of VOIP Telephone Systems.
- A working knowledge of Microsoft Access, Microsoft Office, and other Microsoft tools. Experience with SharePoint is a plus.
- A working knowledge of Adobe Acrobat Professional.
- A working knowledge of Symantec Endpoint Protection

COMPENSATION & BENEFITS

- **\$67,364.00 - \$124,818.00**
- Health & Life Insurance
- FERS Retirement
- Social Security
- Thrift Savings Plan
- Transit Subsidy Voucher
- Annual Leave
- 12 Holidays
- Sick Leave



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. All qualified candidates are strongly encouraged to apply by **July 30, 2021** (first 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: "202201 Computer Systems Administrator" by July 30, 2021.



**FEDERAL PUBLIC DEFENDER
NORTHERN DISTRICT OF OHIO**

FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT

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

1. Name <i>(Last, First, Middle Initial)</i>	2. Phone Number
3. Present Address <i>(Street, City, State, Zip)</i>	
4. Email Address	
5. Other Names Previously Used for Employment Purposes	6. Date of Birth <i>(complete only for law enforcement positions)</i>

GENERAL

7. Are you a U.S. Citizen?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If no, give the Country of your citizenship
8. a. Were you ever a federal civilian employee?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give highest civilian grade: _____ / _____ / _____ Pay Plan Grade Step
b. Are you receiving a federal civilian annuity payment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
c. Are you receiving federal severance pay?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give former agency contact/telephone: _____
d. Have you received a federal separation incentive payment in the past 5 years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, state mo/yr received and former agency contact/telephone: _____
9. Do you have any relatives who are Judges, Officers or employees of the United States Courts?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give their names, positions, and relationships to you. _____
10. Have you ever served on active duty with the military?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<i>(If yes, 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)</i>

BACKGROUND INFORMATION

For questions 11, 12, and 13, 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.

11. 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 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
12. 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 19 the date, explanation of violation, place of occurrence, and name/address of military authority or court.
13. Are you now under charges for any violation of law?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of violation, place of occurrence, and name/address of police dept or court.
14. 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?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the date, explanation of problem, reason for leaving, and employer's name/address.
15. Are you delinquent on any Federal debt? <i>(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)).</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 19 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.

EDUCATION

16. a. Do you have a high school diploma or G.E.D. equivalent?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
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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 <i>(mm/dd/yyyy)</i> From: _____ To: _____		Number of hours worked per week:	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 and Title of Immediate Supervisor Business Telephone: <i>(Area Code and Phone Number)</i>		Name and Address of Employer <i>(firm, organization, etc.)</i>	
Reason for Leaving			
Description of Work			

B

Dates of Employment <i>(mm/dd/yyyy)</i> From: _____ To: _____		Number of hours worked per week:	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 and Title of Immediate Supervisor Business Telephone: <i>(Area Code and Phone Number)</i>		Name and Address of Employer <i>(firm, organization, etc.)</i>	
Reason for Leaving			
Description of Work			

C

Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____	Number of hours worked per week:	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 and Title of Immediate Supervisor Business Telephone: (<i>Area Code and Phone Number</i>)		Name and Address of Employer (<i>firm, organization, etc.</i>)
Reason for Leaving		
Description of Work		

D

Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____	Number of hours worked per week:	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 and Title of Immediate Supervisor Business Telephone: (<i>Area Code and Phone Number</i>)		Name and Address of Employer (<i>firm, organization, etc.</i>)
Reason for Leaving		
Description of Work		

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 _____