

**FEDERAL PUBLIC DEFENDER
DISTRICT OF NEW MEXICO**

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POSITION ANNOUNCEMENT

Assistant Computer Systems Administrator – Albuquerque

2022-08

THE FEDERAL PUBLIC DEFENDER for the District of New Mexico is accepting applications for the position of Assistant Computer Systems Administrator. This position will be located in the Albuquerque office. The Federal Defender organization 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.

Requirements: Must be a high school graduate or equivalent. A bachelor's degree from an accredited college or university with concentration in computer or management information systems is desired, but not required. The ideal candidate will have experience in a law firm or with litigation support and software programs. Experience with Microsoft Server environments is highly preferred. Must have strong communication and organizational skills. Three years of technical experience with an emphasis in user support and training is required, along with experience with Microsoft Office and Windows 10-11. Experience installing and repairing automation hardware, software, and basic network administration experience is required. Experience with system and security log management is preferred. Extensive experience with word processing applications such as Microsoft Word. Experience supporting telephone and voice-mail systems is desired but not required.

Candidate must be highly motivated, extremely detail oriented, and work well with a team.

Duties include but are not limited to: Providing assistance to and receiving technical guidance from the Computer Systems Administrator (CSA); providing specialized and routine user support services including training, resolving hardware, software, peripheral equipment, and data communications systems problems; assisting with the installation, testing and user training on new and updated computer equipment and software; tracing and identifying sources of system failures and errors; security monitoring; perform systems maintenance activities; conducting audits and evaluation of automated systems and existing software applications; assisting staff attorneys and investigators with the preparation of matters for trial using PC-based automation applications, and other types of litigation support. May also be responsible for keeping inventory of computer equipment or other office property, tracking cyclical replacement information, and discovery processing. Other duties as assigned.

The ACSA reports directly to the CSA in Las Cruces and the Administrative Officer in Albuquerque. Periodic reports of work activities and regular meetings with supervisors to establish priorities for the office will be required. Regular travel may be required for training, to provide backup support, and to provide assistance with automation-related case preparation work. At least one week per year of travel is required to attend an annual CSA/ACSA training conference.

Conditions of Employment: This is a high-sensitive position and requires a full-blown background check. Appointment to the position is contingent upon the successful completion of this background check and/or investigation, including an FBI name and fingerprint check. Employees of the Federal Public Defender are members of the judicial branch of government and are considered “at will” and do not carry the tenure rights of the competitive Civil Service. You must be a U.S. citizen or person authorized to work in the United States and receive compensation as a federal employee. All employees must be fully vaccinated for Covid-19 and provide proof of such prior to entrance on duty. Employees will be required to stay up-to-date and comply with the current and ongoing recommendations by the CDC and/or New Mexico Department of Health regarding Covid-19 vaccinations and boosters.

Salary and Benefits: This position is full time with a comprehensive benefits package that includes: health and life insurance, vision and dental benefits, flexible spending accounts, paid time off, sick leave, leave for all federal holidays, participation in the Federal Employees’ Retirement System, and participation in the Thrift Savings Plan with up to 5% government matching contributions. The starting salary for the position falls within a range of \$61,226 (IT-JSP-9, Step 1) to \$80,005 (JSP-12, Step 1). The salary of the successful applicant will be commensurate with the person’s qualifications and experience. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply: In **one** PDF document, please e-mail your resumé with cover letter and 3 references to:

Michelle Dworak, Administrative Officer
FDNM-HR@fd.org

Reference **2022-08** in the subject.

No phone calls please.

Applications must be received by October 17, 2022.

The Federal Public Defender is an equal-opportunity employer. Position is subject to the availability of funding.