

FEDERAL PUBLIC DEFENDER
EASTERN DISTRICT OF OKLAHOMA
Computer Systems Administrator (CSA)

The Federal Public Defender for the Eastern District of Oklahoma is accepting applications for the position of Computer Systems Administrator (CSA). 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 in the federal courts.

Requirements and Qualifications: An applicant must be a high school graduate or equivalent, with at least 3 years experience in the duties outlined below or 5 – 8 years progressively more responsible experience and comprehensive knowledge of computer systems administration principles, practices, methods and techniques, skill and judgement in the analysis of systems related issues. The CSA provides or supervises high level day-to-day support to ensure the proper functioning of office IT-based systems, including but not limited to network, data processing, telecommunications, and office automation. The CSA is responsible for technical and end-user support and perform or supervises all automation support services necessary for efficiently operating office networks and computer systems. The CSA is responsible for developing and implementing all technology plans including areas security, quality control, procurement, productivity, and cost effectiveness; develops and maintains local technical and user documentation.

Preferred Additional Qualifications: Cisco switch administration, configuration and CLI. Synology NAS administration, configuration and installation. Computer forensics. Litigation support applications/software including but not limited to Eclipse, Defender Data, Casemap and Trial Director. Cisco VOIP phone systems. SQL and MySQL relational database administration and installation.

Duties: The CSA will be responsible for supervising one or more Assistant Computer Systems Administrators (ACSA) to ensure the ACSAs are completing all assigned tasks and responsibilities.

The CSA will be responsible for providing or supervising all user support services, including but not limited to desktop/network hardware, software installation testing and training; troubleshooting, maintenance and repairs of system and equipment; inventory tracking, website maintenance/development and litigation support. The CSA provides or supervises desktop/end user support for Windows 10 operating systems, Microsoft Office 365, VPN connectivity, antivirus/malware software, remote control support, endpoint management and other enterprise software. Administration of the external and intranet websites. Deploying and maintaining mobile devices such as Android, iPhones and iPads.

The CSA will be responsible for the following and must have expert knowledge of Windows Server 2016/2012, Active Directory, Windows deployment services, Group Policy management, DHCP, DNS, backing up domain controllers (system state/AD information), including racking servers, managing cabling, and reviewing hardware/lights for errors. In addition, the CSA provides or supervises network support in an enterprise TCP/IP environment including switches, ethernet cabling, and TCP/IP diagnostics. Must have experience with virtual machines in a MS Hyper-V environment including provisioning servers, high availability, moving servers between physical hosts. Network storage including NAS operation and configuration and troubleshooting. Some overnight travel is required. Must be able to lift at least 60lbs.

Salary and Benefits: This is a full-time position. Federal salary and benefits apply. The starting salary for the CSA position will be set commensurate with the experience and qualifications of the applicant currently starting at Grade 9, Step 1 through Grade 13, Step 10. Salary is payable only by Electronic Funds Transfer (direct deposit). The selected candidate will be subject to a background check as a condition of employment.

How to Apply: Qualified persons may apply by submitting a letter of interest and résumé to Julia O’Connell, Federal Public Defender, at OKNresumes@fd.org. (Letter of interest and references must be included.) **Position open until filled.**

The Federal Public Defender is an Equal-Opportunity Employer