

FEDERAL PUBLIC DEFENDER
Southern District of Florida

Michael Caruso
Federal Public Defender

Location: Miami

Hector A. Dopico
Chief Assistant

Miami:

Helaine B. Batoff
Sowmya Bharathi
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Anthony J. Natale
Paul M. Rashkind,
Supervising Attorneys

Bonnie Phillips-Williams,
Executive Administrator

Stewart G. Abrams
Alex Arteaga-Gomez
Abigail Becker
Katie Carmon
Vanessa Chen
Eric Cohen
Timothy Cone
Tracy Dreispul
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Aimee Ferrer
Ayana Harris
Celeste S. Higgins
Julie Holt
Bunmi Lomax
Ian McDonald
Christine O'Connor
Joaquin E. Padilla
Arun Ravindran
Rainbow Willard

Ft. Lauderdale:

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Janice Bergmann
Brenda G. Bryn
Timothy M. Day
Chantel R. Doakes
Robin J. Farnsworth
Margaret Y. Foldes
Bernardo Lopez
Jan C. Smith
Michael D. Spivack
Gail M. Stage
Daryl E. Wilcox

West Palm Beach:

Peter Birch,
Supervising Attorney

Robert E. Adler
Lori E. Barrist
Neison M. Marks
Kristy Militello
Robin C. Rosen-Evans

Fort Pierce:

Panayotta Augustin-Birch
R. Fletcher Peacock

FEDERAL PUBLIC DEFENDER
POSITION ANNOUNCEMENT
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

The Federal Public Defender for the Southern District of Florida is accepting applications for the position of Assistant Computer Systems Administrator (ACSA) to be stationed in our Miami and/or Fort Lauderdale and/or West Palm Beach office. The Federal Public Defender, a branch of the United States Courts, an Equal Opportunity Employer, operates under the authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

Duties: Duties for this position include, but are not limited to, providing user support services; network and desktop hardware and software installation, testing and training; troubleshooting, maintenance and repair of system equipment; answering routine computer questions, resolving user hardware and software issues, diagnosing and resolving systems and network problems. Provide support to staff attorneys, investigators, and paralegals in e-Discovery, computer forensics, and trial related automation issues. Assist and support users located in five separate offices spanning from Fort Pierce to Key West, Florida. This position assists and reports directly to the Computer Systems Administrator and provides assistance to CSA on all aspects of the administration of an integrated Windows Server network over a Wide Area Network (WAN). The ACSA will assist the CSA with server installation and maintenance, backup routines, disaster recovery, inventory control, equipment and supplies purchasing, virus\spyware protection measures, and other tasks as needed. Reports of work activities and regular meetings with supervisor are required and travel to other offices is required. The applicant must be able to perform each essential job duty satisfactorily. The job requirements are representative of knowledge, skill and/or ability required.

Requirements: Minimum qualifications for this position require a high school graduate or equivalent and possess three years of general experience working in the information technology field and two years of specialized experience with computer systems administration. Bachelors or advanced degree from an accredited college or university in computer science, computer engineering, management information systems, information technology management or a related field as well as Professional IT certifications such as Microsoft MCP, MCSA, or MCSE are preferred. Experience providing desktop support to end-users is a must. Experience with law-office IT and litigation-support tools are highly desirable. Preference will also be given to applicants with experience in Microsoft Office 2010/2013, MS SQL, Adobe Acrobat, Adobe Dreamweaver, CaseMap, ISYS Desktop, DTSearch, Trial Director, Lotus Notes 9.X, Windows 7/10, Hardware and Software Firewalls, Symantec Endpoint Protection, Windows 2012/2016 Server, Active Directory, Group Policy, DFS replication, WSUS,

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West Palm Beach
450 Australian Avenue South
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West Palm Beach, FL 33401-5040
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Ft. Pierce
109 North 2nd Street
Ft. Pierce, FL 34950
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web design and maintenance. The ideal candidate for this position must have the ability to prioritize multiple tasks and follow detailed instructions; the ability to communicate effectively orally and in writing; the ability to create and maintain system and user documentation as necessary. All education, experience, training and certifications will be verified. Travel throughout the district is required, as well as overnight travel, irregular work hours, or working weekends or holidays when necessary. Additional requirements include possession of a valid driver's license, a reliable automobile and vehicle liability insurance. The duties associated with this position require the individual to be able to walk, sit, stand, talk, hear, touch, feel and reach. The individual must also frequently lift and/or move up to 50 pounds. Criminal defense work, federal court experience, and trial preparation experience is helpful but not required. Applicants must be United States Citizen or eligible to work in the United States.

The selected candidate will be subject to a background check as a condition of employment and could be subject to an additional government security clearance on some cases.

Salary and Benefits: This is a full-time position, and federal salary and benefits apply. The salary for this position will be based on the Judiciary Salary Plan between Grade 9, Step 1 [\$56,226] and Grade 11, Step 10 [\$81,630]; commensurate with experience. This position is subject to mandatory Electronic Funds Transfer (direct deposit) participation of net pay.

How to Apply: No telephone calls please. Qualified persons may apply by submitting a letter of interest outlining experience, resume and two work references to:

Raisa Gonzalez
Human Resources Specialist
Federal Public Defender's Office
150 West Flagler Street, Suite 1500
Miami, Florida 33130
Or via e-mail to:
Raisa_Gonzalez@fd.org

Hiring for this position is subject to the availability of funds in the final appropriation. Applications will be accepted **until the position has been filled**. All responses will remain confidential.

The Federal Public Defender is an Equal-Opportunity Employer