

POSITION ANNOUNCEMENT COMPUTER SYSTEMS ADMINISTRATOR

The Federal Public Defender for the Southern District of Florida is accepting applications for the position of Computer Systems Administrator in our Miami 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.

Position Description: The CSA provides administration, technical and user support, as well as training for all computer operations of the FPDO. System applications include word processing, case management, financial management, networking, litigation support and communication functions. Duties also include training and support for data processing, office automation, networking, and communications processes. The CSA will perform routine upgrades of hardware and software, develop equipment upgrade schedules, and assist with the evaluation, recommendation, and procurement of network hardware, office automation equipment, and related software. The CSA is responsible for providing technical and end-user support for all systems and for performing or coordinating all automation support services necessary for the successful operation of all systems. Related responsibilities include troubleshooting and performing preventative maintenance, diagnosing user issues, training and providing support to users in designated PC software, and meeting with users to identify needs and determine impact of proposed changes to network hardware and software. The CSA network security responsibilities include developing procedures for user and visitor access, backup routines, disaster recovery, inventory control, and virus, spyware protection measures.

Supervisory Responsibilities: Directly supervises employees in MIS Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving intra-departmental issues. Duties also include evaluating and prioritizing projects, tracking progress on assignments and resolution of user issues, and ensuring that performance standards are met on a consistent basis.

Qualifications: Minimum qualifications for this position require a high school diploma or the equivalent and at least five years of specialized experience with PC's and networking, in a Windows 2003 and 2008 server environment. Excellent troubleshooting and communication skills (both written and verbal). A bachelors or advanced degree from an accredited college or university in computers, information management or a related field is preferred. Experience with automated litigation-support tools and law-office automation are highly desirable. All education, experience, training and certifications will be verified. Regional travel to branch offices in the Southern District of Florida is required as well as a valid driver's license and reliable vehicle with 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.

Salary and Benefits: This is a full-time position, and federal salary and benefits apply. Salary commensurate with experience. This position is subject to mandatory electronic transfer (direct deposit) of net pay. The selected candidate will be subject to a background check as a condition of employment.

How to Apply: No telephone calls please. Qualified persons may apply by submitting a letter of interest, resume and list of 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 must be received by March 22, 2010. All responses will remain confidential.