
**Job Description:** The ACSA is supervised by, and receives technical guidance from, the Supervising Computer Systems Administrator ("SCSA") and provides assistance to the SCSA on all aspects of the administration of an integrated Windows Server network. Responsibilities include supporting attorneys and office personnel in the use of technological support tools for the collection, review, analysis, production, and court presentation of case materials; answering routine computer user questions; resolving user hardware and software issues; assisting in the training of office employees; and maintaining technological equipment.

**Requirements and Qualifications:** Applicants must have a bachelor’s degree in computer science, or a related field, and possess three years of general experience working in the information technology field. Two years of specialized experience with computer systems administration and litigation support is preferred. Applicants must be knowledgeable in computer hardware and software, including laptops, desktops, tablets, Windows operating systems, Microsoft Office, and Adobe Acrobat. The ability to lift up to 50 pounds, a valid driver's license, and support-related travel to Dayton and Cincinnati, is required. Strong preference is given for applicants with customer service experience, the ability to train and communicate with computer users at all levels. Preference will also be given to applicants with helpdesk experience, and experience preparing and conducting electronic courtroom presentations for hearings and/or trials. People skills are essential.

**Salary and Benefits:** Starting salary will be commensurate with the experience and qualifications of the applicant. This position is excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employment benefits including health and life insurance, retirement and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit). Employment will be considered provisional pending the successful outcome of a background check, including FBI fingerprint check.

**Application Information:** Qualified applicants should send a letter of interest, current detailed resume, and three professional references in PDF format to OHS_employment@fd.org including the position number in the subject line. All application information is subject to verification. Applications will be accepted until the position is filled.

**Conditions of Employment:** Appointment to this position is contingent upon a background investigation including an FBI name and fingerprint check. Employees of the Federal Defender are members of the judicial branch of government. They are considered 'at will' and can be terminated with or without cause.

*The Federal Public Defender, Southern District of Ohio (FPD) is an equal opportunity employer. Women, minorities and individuals with disabilities are encouraged to apply. The FPD provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodations will be made on a case-by-case basis.*