



Kansas Federal Public Defender

Position Announcement

Position:	Computer Systems Administrator or Assistant Computer Systems Administrator	Location:	Kansas City, Topeka, or Wichita, Kansas
Deadline:	September 3, 2021; open until filled	Posted:	August 12, 2021

Who We Are

We work to keep people out of prison through representation, collaboration, and education. Our clients are people accused of federal crimes who cannot afford private legal counsel. Our holistic approach to defense lawyering is designed to protect our clients' rights and center their humanity at every stage of the criminal case and beyond. The Kansas FPD is a high-performing workforce in an environment that promotes diversity, collaboration, flexibility, and fairness.

Join Our Team

We need an applicant with strong technical skills to fill a Computer Systems Administrator or Assistant Computer Systems Administrator position. Starting salary is JSP 9/1 at \$53,433 to JSP 13/1 at \$93,081. Additional compensation includes a highly competitive federal benefits package, with health and life insurance, retirement, and a Thrift Savings Plan.

The Job

The Computer Systems Administrator will be assigned a wide range of challenging duties and a satisfying workload, which requires specialized knowledge and experience. This includes, but is not limited to:

- providing technical assistance with network infrastructure, installation, administration and configuration;
- providing user support services (troubleshooting, administering hardware, and assisting with software applications);
- maintain and manage various user accounts including MS Exchange.
- IT budget development, research and implementation of new technologies;
- preparing and updating technical and user documentation, including standard operating procedures for all installed IT systems and applications;
- assisting attorneys and staff with case related electronic discovery, and litigation support;
- ability and desire to work well with a wide variety of end users with differing needs and experiences;
- Microsoft, CompTIA, and other relevant certifications preferred;
- experience with law-office IT and litigation-support tools are highly desirable, such as Trial Director, Eclipse, and Case Map;
- ability to immediately step-in and understand relational database management systems is required, such as SQL, MySQL, and/or Oracle;
- working knowledge of forensic software including Cellbrite Reader, Magnet AXIOM, FTK Toolkit and EnCase would be beneficial;
- ability to monitor for security vulnerabilities with tools, such as Splunk and Netwrix;
- skill and judgment in the analysis of system problems;
- ability to identify and evaluate pertinent facts, regulations, policies and procedures;

- direct experience with network and systems Administration within a Microsoft Windows Server environment required;
- maintaining and supporting the telecommunications systems;
- cybersecurity, familiar with firewall administration and logs;
- providing setup and support for training events; and

Commitment to every person's right to a defense is required.

It Would Be Great If You

Have a proven commitment to our mission;
Have experience in the criminal defense field; and/or
Have experience working in or with the federal courts.

Equal Opportunity Employer

The Federal Public Defender for the District of Kansas is an equal opportunity employer. No personnel actions or practices (including hiring, termination, promotion, demotion, advancement or terms and conditions of employment) are based on an individual's race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, or marital or parental status.

Apply Now

Please send your letter of interest, resume, and three professional references in a single pdf document to ksfpd@fd.org. Preference will be given to resumes received by September 3, 2021. The Federal Public Defender's Office may fill current and future positions from this vacancy announcement. No phone calls, please.