

POSITION ANNOUNCEMENT 11-04

Office of the Federal Public Defender
Western District of Texas
National Operating Systems Administrator

THE FEDERAL PUBLIC DEFENDER for the Western District of Texas is accepting applications for the position of National Operating Systems Administrator to provide national administrative and help desk support for Microsoft Windows server and desktop operating systems to a community of approximately 120 systems administrators. The position is assigned to the Federal Defender's National IT Operations and Applications Development (NITOAD) branch stationed in San Antonio. The NITOAD branch supports the federal defender program's staffed offices in 198 locations throughout the continental United States, Alaska, Hawaii, Puerto Rico, the Virgin Islands, and Guam. The federal defender program operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by court appointment to individuals unable to afford counsel.

Requirements. To qualify for entry-level operating systems administrator, a person must be a high school graduate or equivalent and have at least three years' general experience and two years' specialized experience. Some higher education from an accredited college or university, preferably with a concentration in computer or management-information science or a related field, may be substituted for some of the required experience. Notwithstanding any educational substitution, specialized experience in the following areas is required: Windows 2003 and higher server administration, DNS administration, Windows XP and higher operating system support, Symantec BackupExec and/or NetBackup configuration and administration, Active Directory and Group Policy administration, and IIS configuration and administration. Microsoft Certified System Engineer preferred but not required. Employment is subject to a satisfactory background investigation, including but not limited to an FBI name and fingerprint check.

Duties. The operating systems administrator assists in developing, executing, and supporting the national federal defender Microsoft Windows infrastructure. Specialized duties include analyzing, isolating, resolving, and documenting defenders' hardware and software problems; providing verbal and written assistance to defender systems staff with respect to Microsoft Windows operating systems, group policy and Active Directory; administering an Active Directory domain by monitoring defender systems, updating person/group documents, supporting server configuration, administering and supporting IIS, BackupExec/NetBackup, DNS servers, and providing implementation project management; other duties as assigned. The position requires occasional travel.

Salary and Benefits. Starting salary will be fixed commensurate with experience and qualifications within a range from JSP-9, Step 1, to JSP-13, Step 1, currently yielding \$54,032 to \$81,823 per annum. The position is in the excepted service and does not have the tenure rights of the competitive Civil Service. The position does carry regular government employment benefits, including health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by forwarding a letter of interest (mentioning announcement number 11-04) and résumé to: Henry J. Bemporad, Federal Public Defender, Western District of Texas, 7550 IH10 West, Suite 200, San Antonio, Texas 78229-5821. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case by case basis. To request a reasonable accommodation for any part of the application or interview process, contact Administrative Officer Susan Andrade. Position re-announced July 1, 2011 subject to the availability of funds; open until filled.

The Federal Public Defender is an equal-opportunity employer.