

**OFFICE OF THE FEDERAL DEFENDER**  
*District of Maine*

**POSITION ANNOUNCEMENT 2021-01**  
**COMPUTER SYSTEMS ADMINISTRATOR - Portland, Maine**

The Office of the Federal Public Defender for the District of Maine seeks to hire a full-time Computer Systems Administrator (CSA) in our Portland, Maine office. The Office provides defense services to indigent persons in federal criminal cases under authority of the Criminal Justice Act, 18 U.S.C. §3006A.

**Position Description:** The CSA will provide administration, technical support, and training for all computer operations of the office. Work is completed in a small office environment with a staff of nine. System applications include word processing, case management, financial management, networking, litigation support and telecommunications. The CSA will install, test, and perform upgrades of hardware and software, develop equipment upgrade schedules, and assist with the evaluation and procurement of network hardware, office IT equipment, and software. The CSA will maintain technical and user documentation for all assigned systems and applications, coordinate IT support services and training for staff and members of the CJA Panel, and ensure integrity and security of office data. Related responsibilities include - providing consultation and support to staff attorneys, investigators and paralegals in computer forensics, trial preparation and presentation, and electronic discovery management. The CSA is responsible for network security including procedures for user and visitor access, backup routines, disaster recovery, and inventory control.

Preparing and implementing the information technology budget each fiscal year is required. Some work outside normal working hours and on weekends for operations and maintenance is required. Periodic travel to provide services at the branch office in **Bangor, ME** as needed. Individual must also be able to lift and/or move items of up to 50 pounds.

**Qualifications:** Minimum qualifications for this position are: (1) a Bachelor's degree from an accredited college or university in computers, information management or a related field; (2) three years of specialized experience with PC's and networking in a Windows Active Directory environment with Windows 10 and Windows 2012 R2/2016/2019 servers; (3) excellent troubleshooting and communication skills (written and verbal); (4) experience with Microsoft Office 365, WordPerfect, Symantec Endpoint Protection, Splunk, Manage Engine Desktop Central and

PaloAlto security devices desired. Applicants must be authorized to work in the United States. Appointment is subject to a satisfactory background investigation.

Strong preference for applicants with experience in litigation support and the ability to train and communicate with computer users at all levels. Preference will also be given to applicants with experience in the management and analysis of data and data reporting programs, paper documents and electronic media, preparing and conducting electronic courtroom presentations for hearings and preparing and implementing a budget. People skills are essential.

**SALARY AND BENEFITS:** This is a full-time position, reporting to the Federal Public Defender, based in Portland, Maine with occasional travel to Bangor, Maine. The position offers a competitive salary based on qualifications and experience and benefits as provided to employees of the judicial branch of government. Selected applicant will be subject to a background investigation. This is an “at will” position. Salary is payable only by direct deposit electronic funds transfer (EFT). Employment subject to continued position funding.

**TO APPLY:** Qualified persons may submit a letter of interest, resume, and three professional references as one PDF file named beginning with your last name; “lastnameMECSAapp.pdf” and submit to [infomaine@fd.org](mailto:infomaine@fd.org).

The letter of interest is your opportunity to tell us why you want to work here, your commitment to indigent defense and anything that may distinguish you from other applicants.

Note: if you cannot create a single PDF file containing the requested items, named and submitted as requested, it is doubtful this is the right job for you. Contact information for the references should be included.

This position is **OPEN UNTIL FILLED**. Preference will be given to those applications received by May 10, 2021. All responses will remain confidential. Only those selected for an interview will be contacted.

**NO PHONE CALLS PLEASE**

**The Office of the Federal Public Defender for the District of Maine is an Equal Opportunity Employer. Women & Minorities Are Encouraged to Apply.**