



FEDERAL PUBLIC DEFENDER
CENTRAL DISTRICT OF ILLINOIS

POSITION ANNOUNCEMENT: COMPUTER SYSTEMS ADMINISTRATOR

The Federal Public Defender's Office for the Central District of Illinois is accepting applications for the above position in its Peoria, Illinois office. The position also provides support to branch offices located in Springfield and Urbana, Illinois.

Job Summary

Responsible for computer systems and network administration, systems security, hardware maintenance and operations support for employing Windows 7 and XP desktops, Lotus Notes, Symantec Endpoint Protection, Symantec Backup Exec and VMWare or Hyper-V virtualization platform.

Network security responsibilities include developing procedures for user access, backup routines, disaster recovery, inventory control and virus, spyware protection measures.

Position also maintains network copiers and phone systems in all office locations.

Job Duties

Proactively maintains computer systems, network and associated equipment and software in full operational condition. Develops and maintains local technical and user documentation for all assigned systems. Develops, documents and maintains standard operation procedures for installed automation systems. Conducts audits and evaluations of automated systems and existing software applications to determine use, performance, response times, adequacy, quality and available capacities.

Performs training and end user support activities such as initial and on-going training programs. Instructs on new software programs and releases and responds to user questions and difficulties and resolving problems.

Assists litigation team(s) working with in-house staff or outside vendors with all phases of electronic or other discovery management, including identification, preservation, collection, processing, review, analysis, production and presentation of paper documents or electronically stored information.

Qualifications

BS, CS or equivalent. At least five years specialized experience in computer system administration for Windows Server preferred. Experience with automated litigation support tools. Ability to troubleshoot complex problems in computer networks, computer hardware and computer

CHIEF FEDERAL
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operation system configuration and operation. Ability and desire to work well with a wide variety of end users with differing needs and experience. Strong organization skills, ability to work independently and multi-task effectively.

Special Working Conditions

Some work outside normal working hours and on weekends for operations and maintenance. Travel to branch offices. Individual must also frequently lift and/or move up to 50 pounds.

Salary and Benefits

Federal government salary classification range: JS-9/1 (\$47,448) to JS-13/1 (81,823). Federal benefits apply. EEO Employer. **Closing date: December 16, 2013. Only applicants selected for an interview will be contacted.**

Qualified applicants may apply by forwarding a **cover letter and resume via email only to:**

Jonathan E. Hawley
Chief Federal Public Defender
jonathan_hawley@fd.org