

THE FEDERAL DEFENDERS OF MONTANA

ANTHONY R. GALLAGHER
FEDERAL DEFENDER



POSITION ANNOUNCEMENT

ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

The Federal Defenders of Montana, Inc., the community defender organization serving the State and District of Montana, is soliciting applications for the position of **Assistant Computer Systems Administrator**. The organization is a nonprofit corporation, funded by the Administrative Office of the United States Courts, which provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel. The Federal Defenders of Montana, Inc., is not an agency of the federal government; staff members are not federal employees.

JOB DESCRIPTION: The Assistant Computer Systems Administrator (ACSA) will be **stationed in the Great Falls office**. The ACSA provides specialized and routine user support services, including training; resolves hardware, software, peripheral equipment, and data communications systems problems. The ACSA provides assistance to the Computer Systems Administrator (CSA) and receives technical guidance from the CSA.

REQUIREMENTS & QUALIFICATIONS: High school graduate or the equivalent. Three years of general experience and two years of specialized IT experience with emphasis in user support and training required. Must have strong communication and organization skills, knowledge of computer systems administration, technical expertise and experience with installing, repairing, and automation hardware and software.

Experience in the following areas is preferred: PC hardware including desktops, laptops and tablets including Surface Pro 3/4's and iPad's, networked printers and copiers, PC's and servers running in a Windows Active Directory environment consisting of Windows 7/8.1/10 and Windows Server 2012R2, Lotus Notes, WordPerfect, Microsoft Office, Adobe Acrobat Professional, and implementation and use of automation litigation support tools. Experience with Hardware Firewalls, Avaya phone systems, Hyper-V, Symantec Endpoint Protection, DFS replication, Syncovary and Web design is also preferred. Regular travel to Billings, Helena, and Missoula required. All application information is subject to verification.

Only those applicants granted an interview will be contacted. Current and future positions may be filled from this vacancy announcement. Salary (\$48,968 to \$71,012) is dependent on experience, qualifications, and available funding. Women and minorities are encouraged to apply. The Federal Defenders of Montana, Inc., is an equal opportunity employer and maintains a drug-free work place.

Send a cover letter and résumé detailing experience to:

Tory Combs, Administrative Officer
Federal Defenders of Montana
50 W 14th Street, Suite 300
Helena, MT 59601

Applications must be postmarked no later than August 31, 2016. No telephone inquiries. Only applicants selected for an interview will be contacted. Future positions may be filled from this announcement.