

THE FEDERAL DEFENDERS OF MONTANA

ANTHONY R. GALLAGHER
FEDERAL DEFENDER



POSITION ANNOUNCEMENT ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

The Federal Defenders of Montana, Inc. (FDOM), the community defender organization serving the State and District of Montana, is soliciting applications for the position of Assistant Computer Systems Administrator. The organization, a nonprofit corporation funded by the Administrative Office of the U.S. Courts, provides legal representation and criminal defense services to individuals charged with federal crimes who are financially unable to retain counsel. FDOM 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 Headquarters 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. Starting salary (\$39,944 - \$62,613) is dependent on experience, qualifications, education and funding.

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

Experience in the following areas is preferred: Hardware including PC desktops, laptops and tablets including Surface Pro's and iPad's, networked printers and copiers, PC's and servers running in a Windows Active Directory environment consisting of Windows 7/8/10 and Windows Server 2012R2, Lotus Notes, Outlook, WordPerfect, Microsoft Office/Word, 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 ideal. Regular travel to Billings, Helena, and Missoula required. Application information is subject to internal and/or independent investigation and verification.

Only applicants granted an interview will be contacted. Women and minorities encouraged to apply. The Federal Defenders of Montana is an equal opportunity employer and maintains a drug-free work place.

Application Process: To apply, email to mtx_employment@fd.org in a single Adobe PDF file using the subject line **"MTX-ACSA"** the following:

- A brief cover letter explaining your interest in the position and your qualifications;
- A resume;
- References.

Applications must be received no later than April 20, 2018. No telephone inquiries. Only applicants selected for interview will be contacted. Current and future positions may be filled from this vacancy announcement.