

Office of the
Federal Public Defender

Districts of Colorado and Wyoming

Tracy R. Hucke, Wyoming Branch Chief
Mary V. Butterton, Senior Litigator

Virginia L. Grady, Federal Public Defender
Matthew K. Belcher, First Assistant

O. Dean Sanderford, Chief, Appeals
John C. Arceci, Senior Counsel

POSITION ANNOUNCEMENT
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR/LITIGATION SUPPORT SPECIALIST
DENVER, COLORADO

The Office of the Federal Public Defender for the Districts of Colorado and Wyoming seeks a full-time Assistant Computer Systems Administrator/Litigation Support Specialist to join our Denver office. We operate under authority of the Criminal Justice Act (18 U.S.C. § 3006A) to represent individuals unable to afford counsel and prosecuted in our federal courts. Our office is committed to serving the distinct needs of these individuals with a diverse group of dedicated professionals who collaborate with, listen to, and advocate on behalf of one another. We welcome and value individuals of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law. Click [here](#) for more information about our office.

Job Description: The Assistant Computer Systems Administrator (“ACSA”)/Litigation Support Specialist receives technical guidance and direction from the Supervisory Computer Systems Administrator (“SCSA”) and assists with all aspects of the administration of an integrated Windows network. Responsibilities include, but are not limited to, supporting attorney and legal personnel in the use of technological support tools for the collection, review, analysis, production, and presentation of case materials; answering routine computer questions; resolving user hardware and software issues; diagnosing and resolving systems and networking problems; assisting in the training of office employees; and maintaining technological equipment.

Requirements: Applicants must be high school graduates or equivalent, with at least three years of general experience working in the information technology field and two years of specialized experience working in computer systems administration and litigation support. Applicants must be knowledgeable about computer hardware and software (e.g., laptops, desktops, tablets, Windows Operating Systems, Microsoft Office, and Adobe Acrobat). This position requires an individual to lift and/or move up to 50 pounds, to have a valid driver’s license, and to travel to branch offices to provide computer and litigation support. People and customer service skills are essential.

Preference will be given to applicants who are familiar with data management and analysis; data reporting programs; paper documents and electronic media; and court rules, local practices, and the Federal Criminal and Civil Rules of Procedure in analyzing litigation support requirements. Preference will also be given to applicants with experience in preparing and conducting electronic courtroom presentations for hearings and/or trials and to applicants with experience in training and communicating with computer users at all levels.

Applicants must be United States citizens or eligible to work in the United States. Employment is subject to a satisfactory background investigation, including an FBI name and fingerprint check, and an IRS tax check.

Salary and Benefits: This is an “Excepted Appointment” full-time position with federal benefits and salary commensurate with experience and qualifications within the special rate range of JSP Grade 9 (\$68,272 - \$88,752) or the general rate ranges of JSP Grade 11 (\$80,665 - \$104,861) and JSP Grade 12 (\$96,684 - \$125,685). Among the many benefits are the Federal Employees Retirement System, the Thrift Savings Plan (401k), paid annual and sick leave, 11 paid federal holidays, and health, life, disability, long-term care, dental, and vision insurance.

How to Apply: Qualified individuals should submit a letter of interest and resume to Veronica Knights, Personnel Administrator, at employment@cofpd.org. Subject reference should be ACSA/Litigation Support Specialist – Denver. **No phones calls, please.**

Position posted on January 22, 2024—Open until filled.

The Federal Public Defender is an equal opportunity employer.

Cheyenne, Wyoming
214 W. Lincolnway, Suite 31A
Cheyenne, WY 82001
Phone: 307-772-2781
Fax: 307-772-2788

Denver, Colorado
633 17th Street, Suite 1000
Denver, CO 80202
Phone: 303-294-7002
Fax: 303-294-1192
www.cofpd.org

Casper, Wyoming
104 South Wolcott Street, Suite 601
Casper, WY 82601
Phone: 307-772-2781
Fax: 307-772-2788