FEDERAL PUBLIC DEFENDER
EASTERN DISTRICT OF ARKANSAS
ANNOUNCEMENT No. 2026-08

ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR

We are a client-centered office whose mission requires that each employee embrace our core values of compassion, courage, competency, creativity, and collaboration as we vigorously represent individuals who cannot afford to hire private counsel.

Position Description: The ACSA aids the Computer Systems Administrator (CSA) and receives technical guidance from the CSA. Some travel and infrequent overnight stays will be required.

An ACSA's duties include, but are not limited to the following:

1) Assists staff with preparation of matters for trial, using IT-based automation applications
2) Assists staff with litigation support
3) Assists with systems maintenance activities
4) Provides specialized and routine user support services, including training
5) Resolves hardware, software, peripheral equipment, and data communications systems problems
6) Performs all other duties as assigned

Education/Requirements: To qualify for this role, you must possess a high school diploma or an equivalent qualification and have a minimum of five years of work experience, including a minimum of two years of specialized experience in PC and networking support within a Windows Active Directory environment. It is essential that you possess excellent troubleshooting skills and excellent verbal and written communication skills to interact with non-technical staff. Additionally, you should be capable of working effectively within a team environment with frequent interruptions. While not required, experience with legal IT and litigation support tools is highly valued. Training will be offered, if needed. All education, training, and certifications will be verified. The duties associated with this position require the individual to be able to walk, sit, stand, talk, hear, touch, feel, and reach. In addition, the individual must frequently lift/move up to 50 pounds. Appointment is subject to a satisfactory FBI background investigation, and retention depends upon a favorable suitability determination. The position is "at-will" employment, excepted service and does not carry the tenure rights of the competitive civil service.

Salary and Benefits: The salary range for this position is $61,722 - $116,362 and is based on experience. Salary is payable only by Electronic Funds Transfer (direct deposit). The position offers federal benefits, including paid vacation, paid sick time, paid holidays, health insurance, life insurance, participation in the Thrift Savings Plan (401k), and a retirement plan. Telework may be approved if consistent with office policy. Employment is subject to a satisfactory background investigation, including an FBI fingerprint and name check.

How to Apply: Please send a letter of interest, resume, and three professional references in a single pdf document to Caletta_Jones@fd.org. Priority will be given to responses received by July 20, 2026.

EQUAL OPPORTUNITY EMPLOYER
OPEN UNTIL FILLED
NO PHONE CALLS PLEASE