

# FEDERAL PUBLIC DEFENDER'S OFFICE WESTERN DISTRICT OF NEW YORK

## POSITION ANNOUNCEMENT COMPUTER SYSTEMS ADMINISTRATOR (CSA) - Buffalo Office

The Federal Public Defender's Office for the Western District of New York is accepting applications for the position of one full-time **Computer Systems Administrator**. This is an in-person position in the Buffalo, NY office. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases.

**WHAT WE DO:** The Federal Public Defender's Office is a law office that provides legal representation to persons charged with committing federal crimes who cannot afford to hire an attorney. We represent the accused from arrest through trial and appeal, including the U.S. Supreme Court. We work together to uphold every person's right to be presumed innocent and to a fair sentence if convicted. Our defense is vigorous, both at trial and on appeal. We advocate for fair and just treatment for our clients by demonstrating their humanity

We are attorneys, legal assistants, paralegals, investigators, office administrators, and information technology specialists committed to cultivating a culture of acceptance and connectedness that honors the backgrounds of the people we represent. In recruiting members of our team, we welcome the full spectrum of humanity. We embrace the unique contributions our employees can bring to our office because of their backgrounds, social identities, and lived experiences. We know that the best legal representation occurs through a diverse, collaborative, and inclusive workforce.

**WHAT A COMPUTER SYSTEMS ADMINISTRATOR DOES:** The CSA supports an integrated Windows network over a Wide Area Network, systems security, hardware maintenance, and operations support for employing Windows desktops, Windows servers, and data storage. Network security responsibilities include developing and documenting procedures for user and visitor access, provisioning of switches, backup routines, disaster recovery, inventory control, and virus and spyware protection. The CSA maintains and develops technical and user documentation for all assigned systems and applications, coordinates all IT support services, and ensures the integrity and safety of office data. The CSA makes recommendations on the procurement of office automation equipment, arranges schedules for delivery and installation of equipment associated with data communications facilities, and assists in the development and execution of IT-based system implementation plans, such as software analysis, design, development, prototype testing, training of staff, and the development and implementation of operating procedures. The CSA will supervise an Assistant Computer Systems Administrators (ACSA) to ensure the ACSAs complete assigned tasks and responsibilities.

**REQUIRED EXPERIENCE:** To qualify for a Computer Systems Administrator (CSA) a candidate must be a high school graduate or equivalent. Candidates should have at least 5 years of specialized experience in the following, installing and managing Microsoft Windows Servers (2019, 2022, Hyper-V), including physical machines, virtual machines, and physical server-class hardware; Microsoft Windows 11 desktop, laptop, including remote and in-person support; SAN/NAS storage administration and backup appliances and software; mobile device management and support; Active Directory user, computer, and group management; and LAN switch and Access Point configuration and administration; Content Management Systems, Office 365, Zoom Rooms, auditing software, and Unified Endpoint Management and Security; ManageEngine, Ivanti and Trend Micro.

While performing the duties of this job, the individual is regularly required to sit and talk or hear. The individual frequently is required to use hands to touch, handle, or feel and is frequently required to stand, walk and reach with hands and arms. The individual must frequently lift and/or move up to 50 pounds. Frequent travel to branch office may be required. The individual will spend most of his/her time in an office environment.

**SALARY & BENEFITS:** Salary Range is within the Judiciary Salary Plan (JSP), within a range of JSP 9 to JSP 13; \$64,543 - \$144,694, commensurate with experience and qualifications. Additional compensation includes a competitive federal benefit package with health and life insurance, retirement and Thrift Savings Plan (similar to a 401K Plan with up to 5% matching).

**HOW TO APPLY:** Candidates shall email a **single PDF** containing a cover letter, resume, and three references to Chelsea Crowe at [zzNYWml\\_HR1@fd.org](mailto:zzNYWml_HR1@fd.org). Applicants must also submit the AO 78 Federal Judicial Branch Application for Employment found at <https://nyw.fd.org/sites/nyw/files/vacancies/AO-78.pdf>.

**Rolling interviews will be conducted.** Preference will be given to applicants who apply by **February 16, 2026**. This position is subject to the availability of funds and is open until filled. All responses will remain confidential. Only those selected for an interview will be contacted. The Federal Defender Office may fill current and future positions from this vacancy announcement.

This is a full-time position that precludes the private practice of law. Employees are considered at-will and are not covered by the Civil Service Reform Act. A final offer of employment is subject to a satisfactory background investigation including name, fingerprint and IRS tax check. We are an equal opportunity employer.