

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
DISTRICT OF MARYLAND**

NORTHERN DIVISION
TOWER II, NINTH FLOOR
100 SOUTH CHARLES STREET
BALTIMORE, MARYLAND 21201-2705
TEL: (410) 962-3962
FAX: (410) 962-3976
TOLL FREE: (855) 213-8450

JAMES WYDA
FEDERAL PUBLIC DEFENDER

KATHERINE TANG NEWBERGER
FIRST ASSISTANT FEDERAL PUBLIC DEFENDER

**Vacancy Announcement:
Assistant Computer Systems Administrator**
Location: Baltimore, Md.

Announced: October 26, 2026
Application Deadline: November 20, 2026

The Federal Public Defender's Office for the District of Maryland is seeking an Assistant Computer Systems Administrator (ACSA). A primary responsibility of this position is to research, recommend, deploy, and maintain litigation support applications and to train and assist staff in their use. The ACSA will stay current on the software and applications provided by the Defender Services Office's National Information Technology Operations and Applications Development (NITOAD) Branch and National Litigation Support Team (NLST) so that our Office adopts and uses them effectively. As the Office's subject-matter expert on these tools, the ACSA may also provide case-specific litigation support, such as setting up cases in electronic discovery review platforms, generating reports with tools such as Cellebrite, and using transcription and translation tools to process evidence.

We are seeking a candidate with an interest in artificial intelligence and in how to integrate AI tools ethically and responsibly into a client-centered legal practice while protecting confidential and privileged information. The ideal candidate will be able to evaluate a self-hosted, on-premises AI system against enterprise solutions offered by commercial vendors and, with guidance from Federal Defender offices that have already built such systems, build and maintain one for our Office.

The ACSA reports to the Computer Systems Administrator (CSA) and, together with a second ACSA based in Greenbelt, provides general IT support for a Microsoft Windows environment, including troubleshooting and resolving software, hardware, peripheral, and network issues, from individual problems to office-wide outages, and escalating as needed; installing, configuring, and updating operating systems and applications; installing, upgrading, and maintaining equipment; training staff; and making procurement recommendations. The ACSA may also maintain the Office's technology inventory. The ACSA will work primarily in our Baltimore office for at least the first year, with the possibility of

later working primarily in our Greenbelt office. Regardless of home duty station, the position requires travel between offices and occasional weekend or holiday work.

We are looking for a self-directed, mission-driven professional who works well both independently and collaboratively in a law office environment. The ideal candidate thinks proactively and strategically about deploying technology when resources are limited and brings cultural humility, strong interpersonal skills, and sound judgment to the role.

About Us. The Federal Public Defender's Office provides zealous, client-centered advocacy in the U.S. District Court for the District of Maryland, the U.S. Court of Appeals for the Fourth Circuit, and the U.S. Supreme Court, representing clients at every stage of the criminal legal process. Our Office is recognized as a leading public defense law firm that seeks creative and compassionate ways to serve clients and has a progressive impact on the criminal legal system, both locally and nationally. We are funded by Congress through the Administrative Office of the U.S. Courts.

The Office of the Federal Public Defender seeks to hire employees from diverse backgrounds and perspectives that reflect our clients and the communities we serve, including people with disabilities, people of color, women, LGBTQ candidates, and members of traditionally underrepresented groups. The Office is an Equal Opportunity Employer and follows the Employee Dispute Resolution Plan of the U.S. Court of Appeals for the Fourth Circuit.

QUALIFICATIONS. Applicants must have a high school diploma or equivalent and either a bachelor's degree in computer science or a related field **OR** six years of professional work experience, including at least three years of specialized experience in information technology. Applicants should have a solid working knowledge of computer systems administration principles and practices; a demonstrated ability to learn and apply new technical skills quickly; the ability to diagnose and resolve system problems promptly; a strong customer-service orientation; and excellent communication skills.

PHYSICAL DEMANDS AND WORK ENVIRONMENT. The position may frequently require moving and lifting items up to 50 pounds and regularly requires sitting, standing, walking, bending, kneeling, reaching, and manual dexterity.

REQUIREMENTS. Applicants must be U.S. citizens or otherwise meet the citizenship requirements of the Administrative Office of the U.S. Courts. Partial telework is available; full-time telework is not. The selected candidate must successfully complete a background check.

SALARY AND BENEFITS. The starting salary range is \$85,447 to \$102,415 (Grade 11, Step 1 to Grade 12, Step 1) under the Judiciary Salary Plan effective January 12, 2026, commensurate with professional experience. Benefits include health and life insurance; 11 paid federal holidays; 13 days of paid sick

leave and at least 13 days of paid vacation leave annually, with vacation increasing with years of service; the Federal Employees Retirement System; and the Thrift Savings Plan, which matches up to 5% of employee contributions.

HOW TO APPLY. Submit a letter of interest, detailed résumé, short writing sample, and two work references (with names, addresses, and phone numbers) as a single combined PDF to **MDX_HR@fd.org**, addressed to Mike McConnell, Computer Systems Administrator, with “ACSA Applicant” in the subject line. Applications are due November 20, 2026.