



Indiana Federal Community Defenders

## Position Announcement Assistant Computer Systems Administrator

### **WHO WE ARE & WHAT WE DO:**

The Indiana Federal Community Defenders, known as the “IFCD”, is accepting applications for a full-time Assistant Computer Systems Administrator in Indianapolis, Indiana. We are a mission driven team that represents people who are both facing serious charges in federal court and who cannot afford to hire their own attorney. We are committed to the pursuit of justice for our clients and their families. We aggressively litigate and protect our clients’ constitutional rights in the courtroom and strive to shine a light on each individual case, forcing the system to see the humanity of the person standing before the court. Because we cannot accomplish this task alone, our team consists of experienced lawyers, investigators, mitigation specialists, and paralegals. For more information, visit:

<https://www.indianafederaldefender.org/>

### **JOB DESCRIPTION & REQUIREMENTS:**

This position requires excellent communication skills, patience, and the ability to work in a team environment with frequent interruptions. The ACSA must be professional and approachable with their primary objective being to serve the employees of the office and the greater mission of the IFCD. Minimum qualifications for this position require a high school diploma, or equivalent, and at least four (4) years of specialized experience in supporting clients in a Microsoft Windows Domain computing environment. The individual must have a valid driver’s license, authorized to work in the United States, and be capable of moving equipment weighing up to 50 pounds. Some work outside normal working hours and on weekends for operations and maintenance may be required. The ACSA position requires daily in-person work at our office.

The primary role of the ACSA is to aid the Computer Systems Administrator (CSA) in providing a wide array of technical services to IFCD employees under the general scope of End-User Support, Litigation Support, and Systems Management:

**End-User Support** – As a core responsibility, the ACSA will provide direct support to employees in resolving technical issues they encounter and provide them with guidance on the features and functions of the applications and equipment they use. This aspect of the ACSA job requires experience in troubleshooting systems in a Microsoft Windows Domain environment, installing hardware and software, advanced proficiency in Adobe Acrobat and the Microsoft Office/365 suite of applications, and a solid understanding of profile-based systems like Active Directory, SSO, and MFA.

**Litigation Support** - The ACSA will be asked to assist case teams with the preparation of documents for review or use in trial. This aspect of the ACSA job requires

experience in various file processing tasks, such as OCR and search indexing, file conversion, file compression, and date-stamping.

**Systems Management** - To ensure operational continuity of IT resources, the ACSA will assist the CSA in monitoring and maintaining existing systems, while always staying abreast of new technologies and solutions that can create more efficient and secure operations. This aspect of the ACSA job requires a practical understanding with proven experience in many foundational IT concepts including cyber security best practices, data and systems assurance, patch management, and virtualization.

The ACSA will be exposed to, and required to gain advanced understanding in, many specific applications and systems throughout their course of employment. The ideal candidate will bring with them a diverse skillset with various levels of exposure to many realms of information technology, with special consideration for experience and proven proficiency in one or more of the following:

- **Networking:** VLAN's, Netgear Switch configurations, Link Aggregation, SMB, iSCSI.
- **Litigation Support or digital Forensics:** dtSearch, Cellebrite, CasePoint, Everlaw.
- **Video Conferencing:** Polycom, Cisco, Zoom, BlueJeans, Teams.
- **Proficiencies:** Microsoft Excel, Power Query, PowerShell.
- **Systems:** Hyper-V, RingCentral, Windows Active Directory roles & features.
- **Other Experience:** Claris Filemaker Pro, Microsoft SharePoint, Box.com, AirTable, BaseCamp, Manage Engines Endpoint Central, Ivanti Universal Endpoint Management, TrendMicro ApexOne.

#### **SALARY & BENEFITS:**

Salary range is \$62,297 to \$90,341. IFCD is proud to offer a highly competitive first-rate benefit package with health insurance, life insurance, retirement contributions, and parental leave.

#### **TO APPLY:**

Apply by sending a cover letter, resume, and at least three references, compiled into a single PDF, in that order to: [IFCD\\_Applications@fd.org](mailto:IFCD_Applications@fd.org). Please put ASCA 2026 in the subject line of your email. No phone calls please. **This position is subject to the availability of funds.**

**The IFCD is an equal opportunity employer.  
Women and minorities are encouraged to apply.**