



OFFICE OF THE FEDERAL DEFENDER
Eastern District of California
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HEATHER E. WILLIAMS
Federal Defender

LINDA C. ALLISON
Chief Assistant Defender

POSITION ANNOUNCEMENT #17-004

Assistant Computer Systems Administrator

The Office of the Federal Defender for the Eastern District of California is seeking applications for an Assistant Computer Systems Administrator for its Sacramento Office. The Assistant Computer Systems Administrator is primarily responsible for user support services to the Federal Defender and staff representing indigent persons charged with criminal offenses in the United States District Court and the United States Court of Appeals for the Ninth Circuit.

The Assistant Computer Systems Administrator receives technical guidance from the Computer Systems Administrator and provides assistance on all aspects of administration in an integrated Windows Server 2008/2012 network over a WAN/LAN. The Assistant Computer Systems Administrator will also be required to travel occasionally overnight to the Fresno, California office and provide support and must have a valid driver's license.

To qualify for the position of Assistant Computer Systems Administrator (ACSA), a person must possess a minimum of 3 years of general Information Technology experience and working knowledge of a Microsoft Windows environment. Experience with Windows Server 2008/2012 Active Directory administration, Group Policy, Print Management, Windows Server Update Services, Windows 7 & 10, computer & network security, Symantec Antivirus Enterprise, firewalls, IBM Lotus Notes email, network back-up software, virtualization using ESXi or Hyper-V, Microsoft Office 2010 or newer (Word, Excel, PowerPoint), and technical documentation. Strong preference for applicants with experience training and communicating with end users of all levels. Preference will also be given to applicants with legal office experience. Must possess excellent communication and organizational skills and the ability to work as a team.

The Office of the Federal Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide legal representation in federal criminal cases and related matters in the federal courts. This is a full-time permanent position; federal government benefits apply, including retirement, health, life and long-term insurances, thrift savings program and flexible spending accounts. Starting salary based on qualifications and experience currently yielding from JSP 9/1 (\$52,505) to JSP 12/1 (\$76,142). Direct deposit of pay required. Employees of the Federal Defender are considered "at-will" employees and are not covered by the Civil Service Reform Act. Must be a U.S. citizen or a permanent resident in the process of applying for citizenship. Selected candidate will be subject to a background check as condition of employment.

To apply, please submit in a single Adobe pdf file, a cover letter, résumé, three references and a completed Application for Judicial Branch Employment form (AO78), http://www.cae-fpd.org/AO_78.pdf, to the following email:

cae_hr@fd.org

Position announced on 12/20/16. Position closes on 1/13/17.

The Office of the Federal Defender is an equal opportunity employer. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis