Federal Defenders of San Diego, Inc. (FDSDI) has an opening for a full-time Assistant Computer System Administrator (ACSA) in our San Diego office. FDSDI is a non-profit organization providing criminal defense services to indigent persons charged with federal crimes in the San Diego and Imperial Counties. We are not a government agency and our employees are not government employees. A large part of the caseload involves immigration-related offenses, drugs, fraud, bank robbery, forgery and internet-related crimes.

Position Description: The ASCA will be primarily responsible for user support services, including but not limited to desktop/network hardware, software installation testing and training; troubleshooting, maintenance and repairs of system and equipment; inventory tracking, website maintenance/development and litigation support. Applicants with a working knowledge of WordPress and development is highly desirable. The ACSA receives technical guidance from the office’s Computer System Administrator and provides assistance on all aspects of the administration of an integrated MS Windows network over a wide area network.

The ACSA provides desktop support for Windows 10 operating systems, Microsoft Office 2016, VPN connectivity, antivirus/malware software, DameWare remote support, ManageEngine Desktop Central and other enterprise software. In addition, the ACSA maintains the company’s inventory tracking system and maintains the external and intranet sites. Responsibilities may also include: deploying and maintaining mobile devices such as Android, iPhones and iPads; importing, converting, editing, and producing audio/video from various sources, including audio cassette, VHS, DVD, MJPEG, DIVX, XVID, and .MOV formats.

The ACSA must have a working knowledge of Windows Server 2016/2012, Active Directory, Windows deployment services, Group Policy management, DHCP, DNS, backing up domain controllers (system state/AD information), including racking servers, managing wires, and reviewing hardware/lights for errors. In addition, the ACSA provides high caliber network support in an enterprise environment including switches, routers, ethernet cabling, and TCP/IP diagnostics, supporting 14+ physical servers in multiple locations. Experience with virtual machines such as VMWARE VSphere and/or Hyper V including provisioning servers, high availability, moving servers between physical machines, and VM backups (Snapshots/Veeam) is a plus; network storage including SAN configuration via iSCSI, basic NAS operation and configuration, provisioning space and allocating to Windows servers.

Position Requirements and Qualifications: To qualify as an Assistant Computer Systems Administrator, (ACSA) a person must be a high school graduate or equivalent and have at least three years of general experience; two years of specialized experience with comprehensive knowledge of computer systems administration principles, practices, methods and techniques, skill and judgement in the analysis of systems related issues. The ACSA provides high level day-to-day support to ensure the proper functioning of office IT-based systems, including but not limited to network, data processing, telecommunications, and office automation. The ACSA provides technical and end-user support, and performs all automation support services necessary for the efficient operation of office networks and computer systems. The ACSA also assists in developing and implementing a technology plan including areas, such as security, quality control, procurement, productivity, and cost effectiveness; develops and maintains local technical and user documentation.

Employment is subject to a satisfactory background investigation. All claimed experience, certifications, training, and references will be checked. The applicant must pass a background investigation.
Federal Defenders of San Diego, Inc. is an equal opportunity employer. Selection of position will be based solely on merit without regard to race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.

**Salary and Benefits** – Salary will be commensurate with experience and qualifications of applicant (currently starting range $57,279 - $83,063). The position does include employee benefits including health and life insurance as well as a 401k plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All positions are at will and are subject to the availability of funds.

**How to Apply** - Qualified persons may apply by sending a letter of interest, resume and three references in pdf format to techapp@fdsdi.com with subject line ACSA. Position Open until filled.

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