



**OFFICE OF THE FEDERAL DEFENDER**  
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**HEATHER E. WILLIAMS**  
Federal Defender

**BEN GALLOWAY**  
Chief Assistant Defender

## **POSITION ANNOUNCEMENT #18-008**

### **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 2008/2012/2016 network over a WAN/LAN. The Assistant Computer Systems Administrator will also be required to travel occasionally overnight to our Fresno, California office and provide support and must have a valid driver's license.

To qualify for our Assistant Computer Systems Administrator (ACSA) position, a person must possess a minimum of 3 years of general Information Technology experience, working on a help desk or similar end user support experience, and additional working knowledge or understanding of:

- Microsoft Windows 7 & 10
- Windows Server 2008/2012/2016
- Active Directory administration
  - Managing User & Computer Accounts
  - Working with Group Policy
  - Working with Print Management Services
- Computer & network security: Symantec Antivirus Enterprise
- Firewalls (hardware and software)
- Microsoft Office 2013 or 2016 or Office 365
- Microsoft Outlook email and Skype for Business
- Various back-up software applications
- Virtualization VMware or Microsoft
- Imaging Software (SCCM, KACE, MDT)
- VoIP Phone support
- Help Desk ticketing
- Technical documentation
- Dell hardware – PCs, laptops, servers

Strong preference for applicants with experience communicating with and training end users of all levels. Preference will also be given to applicants with legal office experience. Must possess excellent communication and organizational skills, strong documentation skills, ability to prioritize tasks, work as a team, and be willing to learn and ask questions.

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 (\$54,760) to JSP 12/1 (\$79,411). 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](http://www.cae-fpd.org/AO_78.pdf), to the following email: [cae\\_hr@fd.org](mailto:cae_hr@fd.org)**

Position announced on 6/1/18. Position closes on 6/22/18.

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