POSITION ANNOUNCEMENT
COMPUTER SYSTEMS ADMINISTRATOR

The Federal Defenders of San Diego, Inc., (FDSDI) has an opening for a full-time Computer Systems Administrator (CSA) in our San Diego office. FDSDI is a nonprofit organization fully funded by the Administrative Office of the United States Courts. We are not a government agency and as such are not government employees. FDSDI provides legal representation to indigent persons charged with federal crimes in the San Diego and Imperial Counties. A large part of the case load involves immigration related offenses, drugs, fraud, bank robbery, forgery and internet related crimes. The CSA will be primarily based in the San Diego office but will also provide support to the branch office location in El Centro, California.

JOB DESCRIPTION: The CSA works with the Assistant Computer Systems Administrators (ACSA) in administering the day-to-day operation and support of an integrated Windows network over a Wide Area Network. In addition, the CSA works with the Litigation Team to support all phases of discovery management as well as the production and presentation of court documents and videos.

The CSA is responsible for:
- Microsoft Windows Server and Desktop administration;
- Virtual Server and Desktop development, implementation and support;
- IT budget development, research and implementation of new technologies;
- Develop, document and maintain standard operating procedures for all installed IT systems and applications;
- Inventory management and annual audit compliance;
- Website development and maintenance;
- Cybersecurity, including Network, Email and Firewall administration;

REQUIREMENTS AND QUALIFICATIONS: To qualify for the CSA position, a person must be a high school graduate or equivalent and have at least three years of general experience, which provided a working knowledge of automated systems, and three years of specialized experience, and comprehensive knowledge of computer systems administration principles, practices, methods and techniques. Some higher education from an accredited college or university, preferably with a concentration in computer or management-information science or a related field, may be substituted for some of the required experience. Ability to lift 50 lbs. Notwithstanding any educational substitution, however, specialized knowledge and experience in the following areas is required:

- Microsoft (MS) Windows Server, desktop, laptop, and tablet computer support;
- Experience in Microsoft Office 365 Suite & Teams, with special emphasis on Word and Excel;
- Active Directory and Server Administration;
Specialized knowledge, skill and experience in some or all of the following areas is preferred. Experience in any of these systems or software should be expressly noted in a list of "Systems / Software" experience contained within your application, as described further below:

- Litigation support software, such as Trial Director, CaseMap and IPro;
- Forensic software, such as Forensic Tool Kit (FTK), X1 and Cellebrite;
- Apple iOS devices and applications, such as iPads or iPhones;
- Web design and web programming experience;
- Citrix experience

All application information is subject to verification, and claimed experience, certifications, training and references will be verified. Applicants invited to interview will be asked to complete a brief skills test.

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:** Salary based on experience and in accordance with guidelines issued by the Office of Defender Services. Starting salary range is: JS-9/1 $59,802 to JS-13/1 (103,126).
Excellent health benefits offered. Selected candidate will be subject to and retention depends on a successful background investigation. Direct deposit of pay is mandatory.

**How to Apply:**
To apply send cover letter, resume, three references and a contact cell phone and email address to: Federal Defenders of San Diego, Attn: CSA Position, 225 Broadway, Suite 900, San Diego, CA 92101 or email: techapp@fdsdi.com. **No telephone calls please.**

Position Announced: July 16, 2021 open until filled.

**FEDERAL DEFENDERS OF SAN DIEGO, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**