

FEDERAL PUBLIC DEFENDER
CENTRAL DISTRICT OF CALIFORNIA
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Vacancy Announcement

Position: Computer Systems Administrator
Location: Los Angeles, CA
Deadline: Rolling

The Federal Public Defender's Office for the Central District of California is accepting applications for a full-time Computer Systems Administrator (CSA) stationed in Los Angeles, CA. The Federal Public Defender's Office is committed to the pursuit of justice by aggressively advocating in federal court for the constitutional rights and inherent dignity of individuals who are charged with federal crimes and cannot afford their own lawyer.

Job Duties: The CSA works with the Assistant Computer Systems Administrators in supporting the day-to-day Information Technology (IT) operations for all three branches of the Office: Los Angeles, Santa Ana, and Riverside. The CSA supports an integrated Windows network over a Wide Area Network, systems security, hardware maintenance, and operations support for employing Windows desktops, Windows servers, Microsoft Office including Outlook, Veeam Enterprise Backup, vCenter/ESXi virtualization platform, NAS Systems and iSCSI, and Hyper Converged Storage networks. Network security responsibilities include developing and documenting procedures for user and visitor access, provisioning of switches routers and firewalls, backup routines, disaster recovery, inventory control, and virus and spyware protection. The CSA maintains and develops technical and user documentation for all assigned systems and applications, coordinates all IT support services, and ensures integrity and safety of office data. The CSA makes recommendations on the procurement of office automation equipment, arrange schedules for delivery and installation of equipment associated with data communications facilities, and assists in the development and execution of IT-based system implementation plans, such as software analysis, design, development, prototype testing, training of staff, and the development and implementation of operating procedures.

The CSA must provide expert technical support to all staff and have excellent customer service skills. The CSA must be able to work independently, propose solutions, and must be up-to-date on emerging technologies and the potential effectiveness of these advancements in our office's current system. The CSA may perform other duties as assigned, provide litigation support, supervise special projects and staff, and oversee any contract technical staff, to ensure responsive and helpful technology support is provided to the office staff. The CSA reports to and may be a backup to the Supervisory Computer Systems Administrator in their absence. The CSA must also frequently lift and/or move up to 50 lbs.

Requirements: The ideal candidate will have a BA or BS degree from an accredited college or university in computers, information management or a related field. Ideal candidates will have a minimum of four years

of specialized experience managing Windows Active Directory/AAD, including managing user access to resources via Group Policy, resource segmentation and NTFS. All applicants must also have a minimum of 4 years of working in a complex network installing and managing Switches and Firewalls and a strong understanding of VLANs, DHCP, DNS, switching and basic routing. Candidates must have experience with NAS appliances, Direct attached SAS Storage and with dedicated managed storage networks like iSCSI and hyper converged storage platforms. Must have experience with backups, backup replication and offsite backup/file replication. Must have excellent troubleshooting and communication skills (written and verbal) and, experience with Microsoft 365 Suite, Adobe Acrobat DC, Enterprise AntiVirus systems, Symantec Backup Exec, Veeam Enterprise Backup, Ubuntu/Debian Linux, Cisco CatOS/IOS/NX-OS, Juniper JunOS, Dell Storage Center, VMWare Vcenter/ESXi and VMWare vSAN.

All applicants must be available to work Monday through Friday from 8:00 a.m.-6:00 p.m., and available to work on nights, weekends, and before or after business hours as needed.

A background investigation is required as a condition of employment. Applicants must be United States citizens or permanent residents seeking citizenship as described here:
<https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.

Selection Criteria: Candidates must have a high level of discretion, hold confidential information received in strict confidence, and exercise a reasonable degree of care to promote a respectful workplace. Must be detail-oriented, have excellent oral and written communication and interpersonal skills, and can collaborate with different positions in the office. Must be available after hours, especially during trials and major filings, and able to travel easily to all three divisions.

Salary/Benefits: This is a full-time, at-will position. Salary is commensurate with qualifications and experience and is subject to direct deposit. Benefits include health and life insurance, retirement, and a Thrift Savings Plan. For more information on benefits, see <http://www.uscourts.gov/careers/benefits>.

How to Apply: Apply by emailing a letter of interest, résumé, and three references in a single PDF document to Cuauhtemoc Ortega, Federal Public Defender, at employment@fpdcdca.org with the subject line: COMPUTER SYSTEMS ADMINISTRATOR APPLICATION. We will accept applications on a rolling basis until the position is filled. The Federal Public Defender's Office may fill current and future positions from this vacancy announcement. Please, no phone calls.

The Federal Public Defender's Office for the Central District of California is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.