

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

POSITION ANNOUNCEMENT

Position: Assistant Computer Systems Administrator

Location: San Diego, CA

Application Deadline: June 5, 2026

Posted: May 22, 2026

Office Website: www.fdsdi.com

Salary Range: 9/1 \$70,507 to 12/10 \$132,923

Federal Defenders of San Diego, Inc. (FDSDI) is seeking a full-time Assistant Computer Systems Administrator to join our Informational Technology team in the San Diego office. FDSDI is the Community Defender Organization for the Southern District of California, serving San Diego and Imperial Counties, and operates under the authority of 18 U.S.C. § 3006A(g)(2)(B) to provide federal criminal defense services by court appointment to individuals who are unable to afford counsel.

The Assistant Computer Systems Administrator plays an important role in supporting the office's technology needs by providing technical assistance to attorneys and staff, helping maintain desktop and network systems, and delivering litigation support services for criminal cases. The ideal candidate is organized, technically skilled, and enjoys solving problems in a fast-paced legal environment, making this role well suited for a motivated individual who takes initiative and works effectively with appropriate supervision. The position also offers opportunities to strengthen technical skills and assume greater responsibility over time as part of a collaborative IT team. This is a full time, in person position based in our San Diego office.

Duties and Responsibilities:

Under the supervision of the Supervisory Computer Systems Administrator and Computer Systems Administrator, the Assistant Computer Systems Administrator will:

- Provide technical support and training to end users on desktop computers, laptops, mobile devices, and related technology.
- Install, configure, maintain, and troubleshoot hardware, software, printers, scanners, and other office equipment.
- Assist with desktop and laptop imaging, deployment, upgrades, and inventory tracking.
- Administer endpoint management, mobile device management and VoIP systems.
- Support Microsoft 365 applications, Adobe Acrobat, and other standard office software.
- Assist users with conference room equipment setup and connectivity.
- Provide litigation support services when needed, including media conversion, courtroom technology setup, and support for software and peripheral equipment.
- Process, organize, index, and format electronic discovery to support case preparation and trial.
- Create and maintain document databases, indexes, transcripts, and images using litigation support applications such as Trial Director, CaseMap, Cellebrite, Magnet AXIOM, and related tools.
- Administer databases, perform optical character recognition (OCR), and convert electronic files into various formats.
- Assist attorneys, paralegals, and investigators with the production of discovery to clients, experts, and other authorized recipients.
- Perform other duties as assigned.

Qualifications:

- High school diploma or equivalent required.
- Minimum of three years of general experience and two years of specialized experience in information technology, systems administration, or a closely related field.
- Strong working knowledge of Microsoft Windows environments, desktop and laptop support, and standard office applications.
- Experience troubleshooting hardware, software, printers, scanners, and mobile devices.
- Awareness of emerging AI technologies and a willingness to learn and apply AI-assisted tools in a secure and compliant manner.
- Ability to communicate technical information clearly and provide effective training and support to end users.
- Strong organizational skills and the ability to manage multiple priorities and deadlines.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to lift and move up to 50 pounds on an occasional basis.
- Demonstrated ability to work independently and remain productive with minimal supervision.
- Strong motivation to learn new technologies and expand technical skills.
- Proven reliability, professionalism, and a proactive approach to problem solving.

Preferred Qualifications:

- Experience supporting technology in a law office or other professional services environment.
- Experience with litigation support and eDiscovery tools, including Trial Director, Magnet AXIOM, Cellebrite, Eclipse, Everlaw and CaseMap.
- Familiarity with wide area networks and integrated Microsoft Windows environments.
- Experience working in an enterprise or large scale IT environment, including exposure to structured processes, security standards, or multi-site system administration.
- Familiarity with modern AI assisted tools for research, document handling, or workflow automation.
- Interest in contributing to team improvements, taking on increased responsibility, or developing leadership skills over time.
- Seasoned professional who can provide help desk and systems support, with the capacity to take on increased responsibilities for managing critical systems and ensuring operational continuity.

Salary and Benefits:

Salary will be commensurate with experience. The starting salary range is: JSP 9/1 (\$70,507) to JSP 12/10 (\$132,923). 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). This position is at will and is subject to the availability of funds. Employment is subject to a satisfactory background investigation. This position offers one day of telework per month. Full-time telework is not available.

Accessibility:

We are committed to an inclusive and accessible application process. If you need an accommodation due to a disability during any stage of the application or interview process, please contact our Personnel Administrator at Kym_Bryant@fd.org. If hired, we are dedicated to providing reasonable accommodations to support your success and ensure equal access to opportunities in the workplace.

Commitment to Diversity, Equity, & Inclusion:

Our office values diversity, is committed to equity and inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. In our hiring, we seek individuals who share this belief and commitment. We embrace the unique contributions our employees can bring to the office because of their backgrounds, social identities, and lived experiences.

How to Apply:

Interested applicants are invited to apply by submitting a single pdf document that includes a cover letter, resume, and three references via email to the attention of:

Sammy Lopez, Supervisory Computer Systems Administrator

[hiring@fdsdi.com](mailto: hiring@fdsdi.com)

Subject: ACSA Position – San Diego

Hiring Timeline:

We value transparency in our hiring process and want applicants to know what to expect. Below are the key dates:

- **Application Deadline:** June 5, 2026 (priority consideration given to applications received by this date; applications will be accepted until the position is filled)
- **Interviews:** Conducted on a rolling basis
- **Anticipated Start Date:** No later than July 15, 2026