



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

**PEGGY SASSO**  
First Assistant Federal Defender

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### Position Announcement No. 26-007

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**Position:** Assistant Computer Systems Administrator (ACSA)  
**Location:** Sacramento, CA  
**Deadline:** Open Until filled. Preference given to applications received by May 31, 2026.

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The Office of the Federal Defender, California Eastern District (CAE-FPD) is accepting applications for a full-time Assistant Computer Systems Administrator (ACSA) position in its Information Technology (IT) Department, stationed in Sacramento, California. The IT Department supports over seventy-five users across three offices. Our ACSAs are primarily responsible for user-support and maintaining IT systems to support the organization's mission of representing indigent people charged with criminal offenses prosecuted in the United States District Courts and Courts of Appeal. Our Office cultivates a culture of acceptance and connectedness honoring the diverse backgrounds of the people we represent.

**Job Duties:** The ACSA position focuses on end-user support related tasks including maintaining desktop and laptop environments, imaging, mobile device management, VoIP, and account administration. In coordination with our Information Security Officer (ISO), our ACSA will help identify and remediate endpoint vulnerabilities and support enforcing IT security policies. This position also contributes to many IT initiatives including hardware deployments, infrastructure upgrades, business process automation, and other duties supporting departmental goals.

**Requirements:** To qualify for our ACSA position, a candidate must possess a minimum of 3 years general work experience **plus** at least 2 years hands-on experience in general Information Technology and helpdesk and end-user support. A post-high school level education at an accredited institution may substitute for general experience (30 semester or 45 quarter hours may equal 9-months general experience). An accredited college or university degree in Computer Information Systems / Management Information Systems, equivalent certifications or classes may be substituted for 1-year specialized experience depending upon grades or class standing. We give preference to applicants with technical experience in Windows Server, Active Directory, virtualization technologies, mobile device management, Microsoft/Adobe office productivity software, and endpoint management software.

**Selection Criteria:** Candidates must have excellent written and oral communication skills, with the ability to convey clear and professional assistance to end-users of varying technical backgrounds. Candidates must also show the ability to work independently, manage

competing priorities with minimal supervision, show a genuine interest in information technology and a commitment to staying current with emerging IT trends.

Candidates must be a U.S. citizen or a permanent resident in the process of applying for citizenship. The selected candidate will be subject to a background check as a condition of employment.

**Pay and Benefits** This is a full-time position with pay based on qualifications and years of general and relevant specific experience. Starting salary currently yields from a JS-9/1 \$68,419 to JS 12/1 \$99,218. Benefits include health, dental, vision, flexible spending accounts and life insurance, as well as 12 paid federal holidays, 13 days of paid sick leave, and 13 days of paid vacation leave annually if none or less than 3 years federal employment. (The rate of paid vacation leave increases with years of service.) The position is eligible for the Federal Employees Retirement System (FERS), including the Thrift Savings Plan (TSP), which matches up to 5% of employee contributions. Pay is biweekly and only by direct deposit. Partial telework is available for this position.

**Commitment to Fair Hiring:** Our office values fair hiring and an equitable workplace. The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, languages spoken, veteran status, disability, experiences, and religion. We encourage applications from members of the BIPOC community, people who have been affected by the criminal legal system, and people from other underrepresented and historically marginalized groups. If you need a reasonable accommodation for any part of the application and hiring process, please notify our Personnel Administrator, Lupe Hernandez, at [lupe\\_hernandez@fd.org](mailto:lupe_hernandez@fd.org).

**To apply, please submit as a single Adobe pdf file a cover letter, résumé, writing sample, 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:**

Heather Williams, Federal Defender  
Attn: Human Resources

at the following email: [cae\\_hr@fd.org](mailto:cae_hr@fd.org)

Position announced on May 11, 2026 and is open until filled. Applicants will be notified before any communication with listed references. All hiring is subject to available funding. Preference given to applications received by May 31, 2026.

The Office of the Federal Defender for the Eastern District of California is an equal opportunity employer. Women and minorities are encouraged to apply. This agency provides reasonable accommodations to applicants with disabilities. 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.