

FEDERAL PUBLIC DEFENDER

NORTHERN DISTRICT OF CALIFORNIA

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POSITION ANNOUNCEMENT SYSTEMS ADMINISTRATOR/IT PROFESSIONAL SAN FRANCISCO, CALIFORNIA

(Posted Oct. 2026)

The Federal Public Defender for the Northern District of California is accepting applications for a full-time journeyman level Systems Administrator/IT Professional based in the San Francisco office. Our office provides court-appointed legal representation to individuals charged with federal crimes who cannot afford to hire an attorney, as authorized by the Criminal Justice Act, 18 U.S.C. § 3006A. For more information, visit www.ndcalfpd.org.

The Systems Administrator/IT Professional will be primarily stationed at the San Francisco office, with responsibilities regularly extending to the Oakland and San Jose offices as needed. Candidates interested in being based at another office within the district may also be considered.

JOB DESCRIPTION:

The Systems Administrator/IT Professional will be primarily stationed at the San Francisco office, with responsibilities regularly extending to the Oakland and San Jose offices as needed. will set up and configure server and networking equipment in a secure, reliable, and resilient manner and provide advanced support for desktops and mobile devices when tickets are escalated from the help desk. Key responsibilities include deploying and managing end-point devices such as PCs, laptops, printers, iPhones, iPads, and other equipment, troubleshooting operating systems and hardware issues, and documenting help desk resolutions for the team's knowledge base. Additional duties include managing courtroom and videoconferencing systems, monitoring office systems for secure and efficient performance, and conducting quality control for electronic case filings.

This role requires strong analytical skills. The individual will define system scopes, work on all phases of applications, and support systems analysis.

This individual will need to assess complex issues, research solutions, and support network and systems administrators, while also managing new district initiatives and addressing escalated Help Desk Technician issues.

The Systems Administrator/IT Professional will support computer systems, mobile devices, courtroom technology, and audio/visual equipment, and handle software updates and installations across the district.

The position is subject to the office's telework policy, which (subject to change) generally provides for up to one day of remote work.

Additional Responsibilities may include:

- Monitor district assets and alert IT staff as needed.
- Manage/implement hardware/software inventory and ensure licensing compliance.
- Develop and maintain technical documentation.

- Assist with cybersecurity, virtualization, Windows deployments, and disaster recovery plans.
- Provide technical troubleshooting assistance to FDO staff on software and hardware.
- Assist legal staff with trial preparation using PC-based automation applications such as trial presentation software, databases, audio/video software and tools for audio/video graphics, spreadsheets, text editing, and presentation graphics.
- Work with the IT team to support user requests, maintain the Windows AD network, and contribute to system security and efficiency.

QUALIFICATIONS:

Applicants must be a high school graduate (or equivalent) with at least three years of general IT experience and two years of specialized experience in computer systems administration.

Systems proficiency:

- Network Administration skills, including Static Routing, Subnetting, IPv4, NAT, DHCP, VLANs, LACP, VPNs, 802.1x, Radius, STP, Wireless, and network troubleshooting tools.
- Experience deploying managed network switches, firewalls, and routers.
- Experience in OS Deployment Automation using WDS and MDT, including Task Sequence,
- MS Windows PowerShell, particularly in automating common administrative tasks.
- Experience in Microsoft Hyper-V setup and administration.
- Advanced knowledge of Microsoft Office Suite 2025, with a focus on Word and Excel.
- Microsoft Server Experience (2012 R2 through 2025, Core & Full) with expertise in administering features such as ADDS, ADUC, Group Policy, DNS, DHCP, DFS, NPS, Storage Spaces, Print Management, and File & Storage Services.
- Application Deployment, Driver Deployment, and PXE Boot.
- Windows OS Administration knowledge, including BitLocker, Registry Editing, Patch Management, NTFS Permissions, Security Groups, Device Manager, Event Viewer, Disk Management, Command Line, Task Manager, and Search Indexer.
- Familiarity with Server Technologies such as iDrac, IPMI, RAID, UPS, , HBA, TPM, , Ethernet & Fiber Cabling, , AV Endpoint Protection, advanced firewall features, IPS/IDS.

Customer Service/Help Desk Experience: Two or more years of experience providing customer service or help desk support, with proven ability to implement, operate, and document data systems, including both hardware and software. This should also include remote support and end-user training.

IT Field Experience: At least three years of general IT experience, including supporting teams in collaborative environments, assisting remote workers, working with various ISPs, and developing office technology solutions.

Specialized IT Experience: A minimum of two years of specialized experience in designing, implementing, or maintaining computer systems, involving systems analysis, programming, integration, and project management.

Skills: Highly motivated, detail-oriented, and well-organized, with strong problem-solving, analytical, and communication skills. Ability to troubleshoot and resolve complex database issues.

Physical Requirements: This position requires the ability to walk, sit, stand, talk, hear, feel, reach, and lift or move up to 50 lbs.

SALARY AND BENEFITS: This is a full-time position with a salary determined by federal pay schedules based on years of professional experience, ranging from \$111,896 to 145,468. The position offers comprehensive benefits, including medical, long-term care, and life insurance, as well as 11 paid federal holidays, 13 days of paid sick leave, and 13 days of paid vacation annually, with vacation leave increasing based on years of service. The role is also eligible for the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (TSP), which includes up to a 5% employer match. Salary is paid biweekly via direct deposit.

The position qualifies individuals with federal student loan debt for loan forgiveness, cancellation, and/or consolidation under the [Public Service Loan Forgiveness program](#) (PSLF) of the [College Cost Reduction and Access Act of 2007](#). The individual, not the office, is responsible for confirming and fulfilling all requirements for such eligibility.

THE APPLICATION PROCESS: Applications will *only* be accepted online and must be submitted through this web portal: <https://ndcalfd.knack.com/applications#2026-acsa-position/>

Please upload a single.pdf application packet, which should include the following material in a single .pdf file. The uploaded file should be named, "Last, first name." (E.g. "Doe, Jane.pdf"):

- A plain cover sheet, containing only your last name, first name, and the name of your current employer or your current employment status;
- A cover letter explaining your interest in the position;
- Your resume;
- Three professional references, including name, email address, and telephone numbers (references will not be contacted until applicant is advised).

Applications will not be accepted by mail or fax. ***Compliance with these application instructions is a factor expressly considered in the evaluation of the application.***

Applicants will only be contacted if selected for an interview. ***The position will remain open until filled with preferential review to applications received by October 29, 2026.***

Employment is contingent upon the successful completion of a background investigation, including fingerprinting. Candidates selected for an interview will be asked, not required, to complete a [Judicial Branch Employment form \(AO78\)](#). Completion of this form is not considered in the evaluation process.

Non-Citizen Applicants: Under federal law, non-citizens may be interviewed and considered for employment in the Office of the Federal Public Defender. Employment offers, however, can only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a U.S. Citizen, or a lawful permanent resident who is seeking U.S. citizenship as described here:

<https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>

THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER. We are committed to fostering a diverse and inclusive work environment. We believe in supporting people to do their best work and thrive as we build a diverse, equitable, and inclusive practice. We provide equal employment opportunities to all applicants without regard to race, ethnicity, religion, age, sex, national origin, disability status, genetics, sexual orientation, protected veteran status, gender identity or expression, or any other characteristic protected by law.