## FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

## **POSITION ANNOUNCEMENT**

Position: Assistant Computer Systems Administrator (Temporary)	Location: San Diego, CA
Application Deadline: open until filled	Posted: June 3, 2024

The Federal Defenders of San Diego, Inc., (FDSDI) is hiring a temporary full-time Assistant Computer System Administrator (ACSA) in our San Diego office. **This is a full-time, temporary position not-to-exceed September 30, 2025, depending on the start date.** 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 caseload involves immigration related offenses, drugs, fraud, bank robbery, forgery and internet related crimes.

**Position Description:** The ACSA will be primarily responsible for user support services, including but not limited to desktop/network hardware, software installation testing and training; troubleshooting, maintenance and repairs of system and equipment; inventory tracking, website maintenance/development and litigation support. The ACSA receives technical guidance from the office's Supervisory Computer System Administrator & Computer System Administrator. The ACSA aids on all aspects of the administration of an integrated MS Windows network over a wide area network. The job duties include but are not limited to the following:

- Provide technical support and training for end-users on desktops, laptops and mobile devices.
- Support and maintain printers and scanners.
- Help end users with video conference equipment setup and connections.
- Support a variety of desktop applications including, MS Office O365 and Adobe Acrobat
- Desktop and laptop imaging and deployment.
- Routine litigation support services, including media conversion, court hardware setup, software, peripheral equipment support.
- Acts as a litigation support and discovery specialist to process, organize, index and format discovery to assist in using the material for case preparation and trial.
- Creates and supports document databases, indexes, transcripts and images in Trial Director, Case Map, MS Access, Cellebrite, Magnet AXIOM and other litigation support applications.
- Administers databases, processes data and electronic files, performs OCR and transfers same to various formats.
- Assists paralegals and attorneys with the production of discovery to clients, experts and others as necessary.

**Position Requirements and Qualifications:** To qualify for an Assistant Computer Systems Administrator, (ACSA) a person must be a high school graduate or equivalent. Must have a minimum of three years of general experience and two years of specialized Individual must also frequently lift and/or move up to 50 pounds. Experience with law-office IT and litigation-support tools such as Trial Director, Magnet AXIOM, Eclipse, and Case Map are highly desirable.

**Salary and Benefits** – Salary will be commensurate with experience and qualifications of applicant. Salary range: JS-9/1 starting at \$68,297 to JS12/1 starting at \$99,044. Robust benefits offered, including health, dental, and vision. Selected candidate will be subject to verification and offer of employment depends on a successful background verification. All claimed experience, certifications, training, and references will be checked. All positions are at-will and subject to the availability of funds. This is a full-time, temporary position not-to-exceed September 30, 2025, depending on the start date. This position offers one day of telework per pay period. Full-time telework is not available.

**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 CAS\_Employment@fd.org Subject: ACSA Position – San Diego

## Position open until filled. Please, no telephone inquiries.

## Commitment to Diversity, Equity, & Inclusion:

Our office values diversity and is committed to equity and inclusion. We aspire to embody values of mutual respect, collaboration, openness, and humility that honor the people we represent. Our representation is better when members of the defense team and staff members have diverse backgrounds and experiences. In our hiring, we seek individuals who share these values. We embrace the unique backgrounds, social identities, and lived experiences our employees bring to our office. We are interested in applicants' talent, diligence, and desire to see that all people are treated fairly and respectfully – no matter the allegation or circumstance.