

FEDERAL DEFENDERS OF SAN DIEGO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE SOUTHERN DISTRICT OF CALIFORNIA

ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR **POSITION ANNOUNCEMENT**

The Federal Defenders of San Diego, Inc., (FDSDI) has an opening for a full-time Assistant Computer System Administrator (ACSA) in our San Diego office. 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.
- Take part in periodic maintenance and changes to desktops, laptops, servers, storage, and printers.
- 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.
- Research and recommend hardware and software
- Enterprise antivirus and antimalware support and maintenance
- Back-up and Recovery monitoring and maintenance.
- Asset and inventory tracking, auditing, and control.
- Develops and maintains local technical and user documentation for all assigned systems.
- Develops, documents, and maintains standard operation procedures for installed automation systems.
- Develops and maintains network documentation to include detailed diagrams of the network topology and all significant devices such as routers, switches, VLANs, servers
- Participates in regular security audits and activities to ensure security posture meets or exceeds national standards.

The ACSA provides high level day-to-day support to ensure the proper functioning of office IT-based systems, including but not limited to network, data processing, telecommunications, and office automation. The ACSA provides technical and end-user support and performs all automation support services necessary for the efficient operation of office networks and computer systems. The ACSA also assists in developing and implementing a technology plan including areas, such as security, quality control, procurement, productivity, and cost effectiveness; develops and maintains local technical and user documentation.

Position Requirements and Qualifications: To qualify for an Assistant Computer Systems Administrator, (ACSA) a person must be a high school graduate or equivalent. Graduates of a college or technical school of recognized standing with a degree in computer science, management-information systems or other closely related degree are strongly preferred. Must have a minimum of three years of general experience and two years of specialized experience, with comprehensive knowledge of computer systems administration principles, practices, methods and techniques, skill, and judgement in the analysis of systems related issues. 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 \$64,722 to JS12/1 starting at \$93,858. Robust benefits and retirement packages offered.

Selected candidate will be subject to verification and 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.

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.

Federal Defenders of San Diego, Inc. is an equal opportunity employer. Selection of position will be based solely on merit without regard to race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity and transitioning), gender expression and sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws.

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