



**OFFICE OF THE FEDERAL DEFENDER**  
Eastern District of California  
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Sacramento, California 95814  
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**HEATHER E. WILLIAMS**  
Federal Defender

**LINDA C. HARTER**  
Chief Assistant Defender

## **POSITION ANNOUNCEMENT #15-001** **Assistant Computer Systems Administrator**

The Office of the Federal Defender for the Eastern District of California is seeking applications for an Assistant Computer Systems Administrator for its Sacramento Office. The Assistant Computer Systems Administrator is primarily responsible for user support services to the Federal Defender and staff representing indigent persons charged with criminal offenses in the United States District Court and the United States Court of Appeals for the Ninth Circuit.

User support services will include answering routine systems questions; resolving user hardware, software, or other system problems; and user training. The Assistant Computer Systems Administrator receives technical guidance from the Computer Systems Administrator and provides assistance to the Administrator on all aspects of the administration of an integrated Windows 2008 Server network over a WAN. The Assistant Administrator will also be required to travel occasionally overnight to the Fresno, California office to provide support and must have a valid driver's license. The individual must also frequently lift and/or move up to 50 pounds

To qualify for the position of Assistant Computer Systems Administrator, a person must possess 3 years of general experience which provided a working knowledge of automated systems. Strong preference for applicants with experience training and communicating with unsophisticated users. Preference will also be given to applicants with legal office experience, and experience with administration of Windows 2008 Server, Group Policy, Lotus Notes, Windows 7, WordPerfect, computer security, Symantec AntiVirus Enterprise, firewalls, Windows Update Services, network back-up software, virtualization using ESXi and Veeam, Microsoft Office 2010 or newer (Word, Excel, PowerPoint), web design and Access database programming.

The Office of the Federal Defender operates under authority of the Criminal Justice Act, U.S.C. § 3006A, to provide legal representation in federal criminal cases and related matters in the federal courts. This is a full-time permanent position; federal government benefits apply, including retirement, health, life and long-term insurances, thrift savings program and flexible spending accounts. Direct deposit of pay required. Employees of the Federal Defender are considered "at-will" employees and are not covered by the Civil Service Reform Act. Must be a U.S. citizen or a permanent resident in the process of applying for citizenship. Selected candidate will be subject to a background check as condition of employment.

To apply, send cover letter, résumé, 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:

Office of the Federal Defender  
Eastern District of California  
ATTN: PERSONNEL  
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Sacramento, California 95814

Open until filled. Priority will be given to applications received by November 21, 2014.

The Office of the Federal Defender is an equal opportunity employer. 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.

10/21/2014