

**OFFICE OF THE FEDERAL DEFENDER  
EASTERN DISTRICT OF CALIFORNIA  
801 I STREET, 3rd FLOOR  
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*Daniel J. Broderick  
Federal Defender*

*Linda C. Harter  
Chief Assistant Defender*

**POSITION ANNOUNCEMENT**

**Assistant Computer Systems Administrator**

The Sacramento Office of the Federal Defender, Eastern District of California, is now accepting applications for an Assistant Computer Systems Administrator. More than one selection may be made from this announcement. The Office of the Federal Defender operates under authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

The Assistant Computer Systems Administrator is primarily responsible for user support services. This 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 be a high school graduate or equivalent and 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 XP and Windows 7, Word Perfect, computer security, Symantec AntiVirus Enterprise, firewalls, Windows Update Services, network back-up software, virtualization using ESXi and Veeam, Zenworks10-11, Microsoft Word, Excel, PowerPoint, web design and Access database programming.

This is a full-time permanent position with federal salary and benefits. Starting salary based on qualifications and experience currently yielding from JSP - 9/1 (\$50,790) to JSP-12/1 (\$73,655). This position is subject to mandatory Electronic Fund Transfer (direct deposit) of net pay. Federal government benefits apply, including health, life and long-term insurances, thrift savings program and flexible spending accounts. Employees of the Federal Defender are considered "at-will" employees and are not covered by the Civil Service Reform Act. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental U.S.

To apply, send cover letter, resume, and three references to:

Office of the Federal Defender  
Eastern District of California  
ATTN: PERSONNEL  
801 I Street, 3rd Floor  
Sacramento, CA 95814

Closing date 5/07/2012. Please, no telephone inquiries.

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. The Office of the Federal Defender is an equal opportunity employer. Women and minorities encouraged to apply. Selected candidate will be subject to a background check as a condition of employment.