

**FEDERAL PUBLIC DEFENDER**  
CENTRAL DISTRICT OF CALIFORNIA  
321 EAST 2nd STREET  
LOS ANGELES, CALIFORNIA 90012-4202

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**Vacancy Announcement**

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**Position:** Assistant Computer Systems Administrator

**Location:** Los Angeles, CA

**Deadline:** July 6, 2018

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The Federal Public Defender's Office for the Central District of California (FPD-CDCA) is accepting applications for a full-time Assistant Computer Systems Administrator (ACSA) position in its Information Technology (IT) Department, stationed in Los Angeles, California. The IT Department supports over two hundred users across three (3) offices.

**Job Duties:** ACSAs focus on network administration and end-user technical support for software and hardware issues. General areas of responsibility include: monitoring, tracing and analyzing all system and processing failures; assisting with maintaining the network and workstations, including security and critical patches and firmware updates; and assisting with maintaining storage area networks (SAN), virtualization infrastructure, backup infrastructure, and application server infrastructure.

**Requirements:** All applicants must have an undergraduate degree in computer science or related field and at least three (3) years of hands-on, technical administration experience with Microsoft Server, Active Directory, Group Policy, DNS, VMWare and Hyper-V. Applicants should have a fundamental understanding of how to build and maintain an office network and be able to configure and maintain physical/virtual servers and network switches. Applicants with additional qualifications, such as an MCSE certification or background in cybersecurity, will be given special consideration. Applicants must have United States citizenship or be authorized to work in the United States. A background investigation is required as a condition of employment.

**Selection Criteria:** Candidates must have a demonstrated commitment to the field of information technology; keep up with emerging IT trends; have excellent customer service skills; have strong oral and written communication skills; be able to work independently, be flexible, and take initiative; and work well in teams.

**Salary/Benefits:** This is a full-time, at-will position. Salary is commensurate with qualifications and experience and is subject to direct deposit. Benefits include health and life insurance, retirement, and a Thrift Savings Plan. For more information on benefits, see <http://www.uscourts.gov/careers/benefits>.

**How to Apply:** Apply by emailing a letter of interest, résumé, and three references in a single PDF document to Hilary Potashner, Federal Public Defender, at [Employment@fpdcdca.org](mailto:Employment@fpdcdca.org) with the subject line: ACSA APPLICATION. All application materials must be received by July 6, 2018. The Federal Public Defender's Office may fill current and future positions from this vacancy announcement. Please, no phone calls.

*The Federal Public Defender's Office for the Central District of California is an Equal Opportunity Employer. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.*