

**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 (ACSA)  
**Location:** Los Angeles, CA  
**Deadline:** February 19, 2023

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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 end-user help desk support for software and hardware issues and configuring new laptops and desktops. Other areas of responsibility may 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. Applicants must have at least two (2) years of hands-on experience working in a help desk function providing support to end users and configuring desktops and laptops for deployment in a network environment. Applicants should have a fundamental understanding of how to work within a large office network and be able to support, configure and manage end user desktops and application suites via modern deployment methods like Manage Engine (MEDC) or KACE. Applicants possessing technical administration experience with Microsoft Server, Linux, MacOS, Active Directory, Group Policy, and VMWare vCenter/ESXi will be given special consideration. A background investigation is required as a condition of employment. In line with current appropriations law, applicants must be United States citizens or permanent residents seeking citizenship as described [here](#).

**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. Click [here](#) for more information on benefits.

**How to Apply:** Apply by emailing a letter of interest, résumé, and three references in a single PDF document to Cuauhtemoc Ortega, Federal Public Defender, at [Employment@fpdcdca.org](mailto:Employment@fpdcdca.org) with the subject line: **ACSA APPLICATION**. All application materials must be received by February 19, 2023, however, interviews will occur on a rolling basis and the open position may be filled before that date. 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.*