

# JOB OPPORTUNITY



## OFFICE OF THE STATE PUBLIC DEFENDER

Classification: Student Assistant \$1560.00-\$1716.00

The salaries used in this vacancy are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment

Location: 1111 Broadway, Oakland CA

### DUTIES AND RESPONSIBILITIES:

Under the general supervision and direction of the Chief Information Officer (CIO), the incumbent provides general assistance to management and the IT team responsible for responding to workstation hardware and software requests from OSPD staff. All duties are performed within the framework of the Department's mission and values, and in accordance with all Departmental Policies and General Procedures.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the elementary IT principles and procedures.
- Ability to: Reason logically, write effectively, analyze situations accurately, and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the work.

### DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Ability to work in both a team environment and independently.
- Able to multi-task while maintaining accuracy.
- Able to work at least 20 hours a week.
- Dependable.
- Experience with mobile devices.
- Experience with Microsoft Word and Excel.
- Experience with Windows 7.
- Knowledge or experience working on IT projects.
- Knowledge or experience configuring and installing computer equipment.
- Knowledge or experience maintaining inventory of computer hardware and software.

### WHO MAY APPLY:

Must be a college student enrolled in classes during the regular term (Fall, Spring and Winter, if applicable), at an accredited college or university and carrying a minimum of six semester units (or nine quarter units for undergraduate students), with a grade point average of 2.0 or higher. Students who are majoring in, enrolled in, and/or have been enrolled in curriculum relating to Information Technology or equivalent are encouraged to apply.

### Send an Application To:

Monica Ohta  
Office of the State Public Defender  
770 L Street, Suite 1000  
Sacramento, CA 95814 (916)322-7043

### FINAL FILING DATE:

Until position is filled

Applications will be screened and only the most qualified applicants will be interviewed.

*The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 10/20/2014*