



**Judicial Council of Georgia
Administrative Office of the Courts
JOB ANNOUNCEMENT**

**Network Administrator
Information Technology Division**

Recruitment Period: March 6-19, 2017

Number of Positions: One (1) position

FLSA Status: Exempt

Salary: \$60,000.00 - \$70,000.00

Position Location: Statewide

Job Summary

The Administrative Office of the Courts seeks to fill a full-time Network Administrator position supporting its Child Support E-Filing application and underlying network infrastructure within the Information Technology Division. Under limited supervision, provides advanced support and technical assistance to computer users; monitors data security and maintains production level servers, patches and updates; and participates in the support and maintenance of all components of the local area network according to established specifications. Troubleshoots problems and provides end-user assistance and training. Determines user needs on the local level and recommends designs to meet those needs.

Installs, configures, and supports a local area network, wide area network, internet system, computers, desktops and/or mobile devices. The Network Administrator performs necessary maintenance to support network viability.

The position offers a competitive fringe benefits package including health, dental, and vision insurance. Employees also earn both sick and annual leave per month, in addition to 12 paid holidays per year.

Primary office hours are 8:30 am to 5:00 pm, Monday through Friday. However, occasional evening/night or weekend availability is critical for planned maintenance or unplanned outages.

Position does include some travel (5-20% depending on location and situation needs) and travel related expenses are reimbursable. This is a partial grant-funded position.

Job Responsibilities

1. Designs, configures, and tests the development and support of networks. Recommends standards, specifications and methodologies for the network operations of the Judicial Council/Administrative Office of the Courts (JC/AOC).
2. Installs and supports network operating systems for the JC/AOC.
 - Under limited supervision, implements network security measures in order to protect data, software, and hardware
 - Adds and deletes users, user directories, passwords and applications as needed.
 - Tests network components and applications, and evaluate results as needed to ensure all users can access applications.

- Assures that software is properly licensed (registered) and that unauthorized copies are not made or used.
 - Performs and monitors data backups and disaster recovery operations
 - Monitors and supports synchronization of multiple storage area networks to insure data redundancy, integrity and availability.
 - Performs troubleshooting on network components/applications, including telecommunications, as needed.
 - Reports unresolved questions to appropriate personnel.
 - Maintains and supports network VPN access for remote users and remote offices.
 - Utilizes diagnostic tools and other resources as appropriate.
3. Maintains and supports virtual desktop environment for remote employees and court personnel.
4. Analyzes network maintenance and enhancement needs and recommends solutions. Confers with customers and assesses requirements.
- Evaluates customer requests for maintaining networks or enhancing existing ones.
 - Analyzes customer operational requirements to determine project feasibility, network components, and/or applications and the level of skills necessary to accomplish project tasks.
 - Prepares activity and status reports according to agency standards.
 - Notifies supervisor in a timely manner of potential problems. Recommends solutions to existing problems.
5. Actively participates in the operation and support of all LAN systems. Maintains security and integrity of LAN systems.
- Performs troubleshooting and diagnostics of all LAN components and applications as needed.
 - Conducts recovery of LAN systems as required/needed.
 - Performs the maintenance of current documentation on LAN components and/or applications according to the agency requirements.
 - Executes recovery procedures according to established guidelines.
 - Maintains inventory of assigned network and server equipment according to agency guidelines.
6. Diagnoses hardware and software problems, replace defective components
- As older servers are retired, this position is responsible for transferring services to virtual machines.
 - As new servers are needed for new projects, this position is responsible for evaluating, recommending and configuring virtual machines when in the best interests of the project.
7. Monitors, evaluates, and assesses the processes and procedures of network systems operations to improve efficiency and ensure quality. Assesses new technology and implements as needed.
- Participates in regularly scheduled infrastructure team meetings to monitor existing processes and procedures.
 - Ensures fully functioning network according to customer quality and availability requirements.
8. Maintains a consistently high level of quality, customer-focused orientation when conducting business and providing services and products to users.
9. Serves as a resource and provides guidance and technical assistance to other staff.
10. Maintains a high level of technical skill by attending and completing various seminars and

training courses and reading appropriate literature. Communicates this knowledge to others as required.

Minimum Qualifications:

- Bachelor's Degree in Computer Science or similar degree, or equivalent work experience.
- Three years' experience working with Microsoft server administration, design and implementation in an enterprise environment.
- Three years' experience with server and application deployment and administration.
- Three years' data backup and recovery design, implementation and administration in windows environments.

Preferred Qualifications:

- Related Microsoft Certifications (MCSE and/or MCSA)
- CompTia Network + or equivalent
- CompTia Security + or equivalent
- Experience working with virtualization technologies, including VMware and Citrix XenApp
- Experience with Cisco UCS, switches, routers and firewalls
- Experience with SAN and backup technologies
- Demonstrated knowledge and experience working with Linux, (Red Hat, CentOS)

To apply:

Please submit resume to resume@georgiacourts.gov by 11:59 p.m., **Sunday, March 19th, 2017**. Include in the subject line: **Network Administrator**.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.