



## OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** September 26, 2016

**Closing Date:** Open Until Filled

**Job Listing Identification Number:** 00000455

**State Class. Number and Step:** 0291/B24

**State Job Title:** Network Specialist V **REVISED 10/25/16**

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Infrastructure Administrator

**Location:** Austin, TX

**Monthly Salary:** \$5,000.00 - \$5,833.34

**Type of Job:**  Full time  Part-time

**Remarks:**

**Travel Required:** Yes Percent Required: 5 %

**Job Description:** Performs highly advanced (senior-level) network, server, workstations, and mobile device administration work. Work involves the recommendation of equipment, testing, implementation and operation of OCA's networks, servers, workstations and mobile devices. This includes all services such as File and Print, Cisco ASA and IPS, DHCP, AD, DNS, Exchange Online, Office365. This position also acts as Tier III support for the network, servers and workstations. Includes collaboration with all levels of Information Services team members on a variety of technology topics. Proactively updates OCA Information Services management on ongoing issues. Ensures that policies and procedures are followed. Works under minimal supervision, with considerable latitude for the use of independent initiative and good judgment.

#### Essential Job Functions:

- Provides excellent customer service at all times, recognizing the importance of our end-users needs to get their jobs done. This includes appropriate escalation to management, proactive communication to management and end users as appropriate, and usage of the ticketing system.
- Suggests innovations and improvements to OCA IS management that operate the OCA environment in a simple, efficient and clear manner.
- Ensures all equipment is appropriately upgraded, patched and secured.
- Recognizes the appropriate times to escalate issues to management and when to call vendor product support and following through to a complete resolution.
- Collaborates with the team on implementation and operation of the OCA supported network. This includes (but is not limited to):
  - Maintaining OCA's internal network including ACLs, VLAN definitions
  - Maintaining OCA's Wide Area Network, including troubleshooting, resolving and escalating issues with vendors that provide WAN services
  - Maintaining local Internet connections at the Courts of Appeals, including troubleshooting, resolving and escalating issues with vendors that provide local Internet services
  - Assists with troubleshooting of application connectivity issues with the Application Development Group
- Collaborates with the team on implementation and operation of OCA supported servers. This includes (but is not limited to):
  - Using industry best practices for underlying services such as Virtual Hosts, Virtual Machines, Backups, DHCP, Active Director, DNS, Print Services, and File Services
  - Using VMs in a Hyper-V environment
  - Using VMs, file storage, and other services in the Microsoft Azure Cloud

- Collaborates with the team on implementation and operation of OCA supported workstations. This includes (but is not limited to):
  - Using System Center Configuration Manager to construct, test and deploy packages to OCA supported desktops
  - Using PowerShell and Group Policy to make changes efficiently to user accounts and machines as needed. Appropriately stores PowerShell scripts in OCA's source control.
  - Researching and recommending new workstations for use in the environment
  - Troubleshooting Tier III PC support issues in a customer service oriented environment
- Performs related work as necessary.

#### **Minimum Qualifications:**

- Graduation from an accredited four-year college or university with major course work in computer information systems, computer science, or a related field; may substitute four years of full-time relevant experience for required education on a year-for-year basis.
- Two years' experience administering Microsoft Exchange.
- Two years of experience administering Cisco networking equipment (ASAs, Routers, Switches).
- Experience administering Microsoft VMs, including web servers, SQL Servers – using Windows Server 2008 and Windows Server 2012 in a Hyper-V or MS Azure environment.
- Ability to communicate effectively (both written and verbally) and prepare clearly written documentation on technical matters, in non-technical terms.
- Ability to identify problems, evaluate alternatives, propose solutions, and implement effective solutions.

#### **Preferred Qualifications:**

- Experience administering Office365.
- Experience using PowerShell.
- Experience working in a judicial environment, working with judges and court staff.
- Experience in coordinating/using vendor provided support.
- Experience in keeping IT environment up with latest IT industry standards and innovation.

#### **Employment Conditions:**

- Background check required
- Operate motor vehicle
- Sit for long periods of time
- Operate office equipment and computer systems
- May require lifting up to 40 lbs.

#### **Note:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. 27, 27D, 270A, LN, 2960, 4421, 4422, 44, 4430, 5J0X1, 5J.

#### **To Apply:**

Submit a complete application through CAPPS Recruit at this link <https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00000455> .

Applications must be complete, including start and end dates of work experiences. Resumes may accompany applications in CAPPS but will not be accepted in lieu of completed applications. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.