

NEW MEXIIOC JUDICIAL BRANCH

NETWORK SYSTEMS ADMINISTRATOR

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under general supervision, administer database and network servers.

QUALIFICATIONS

Education: A bachelors' degree in business administration or management, computer science, information technology (IT)-related engineering or other related field.

Education Substitution: Four (4) years relevant experience, and/or a combination of relevant experience and technical education, or a network engineering certification will substitute for education on a year for year basis.

Experience: Zero.

Knowledge: Knowledge of server operating systems and services, network operations; new technology and tools; systems and network security backup and recovery strategies and procedures; computer software including word processing, spreadsheets; documentation tools; troubleshooting techniques and methodology; end users' needs and level of access; file and database configurations, maintenance and replication; hardware and software installations; web services, developer tools and system automation.

Skill & Ability: **Skill in** maneuvering within the internet; discussing equipment with vendors; communicating effectively with diverse parties both orally and in writing using technical and non-technical language; organizing and setting priorities; researching; determining which technology advancements will benefit the judiciary; multitasking; meeting deadlines under pressure; working independently. **Ability to** compare alternate systems and analyzing costs and benefits; monitor security devices; diagnose and analyze network issues and security requirements; determine appropriate level of users access; logically design and diagnose hardware, software and network systems using schematics, write technical manuals and other instructions; install standard software; establish and maintain cooperative working relationships.

EXAMPLES OF WORK PERFORMED

Build, configure, monitor and troubleshoot system, database and network servers, including electronic mail, internet web, database, DHCP, file, print and domain name resolution services for judicial entity personnel; ensure network connectivity; identify hardware equipment (on which the servers run) and configuration needs; respond to end users; monitor system security including identifying system vulnerabilities and incident response; centralize system logging and monitoring; use change control methods for system software updates; administer software fire walls; perform and monitor server backups and restores; research new server technologies, methodologies and software and hardware; maintain development server environment to facilitate flow of software and systems projects through development, test and production stages; design, test and plan for modification and/or migration of replacement network systems; implement plans for fully integrated systems, including operating, network and database systems and applications; ensure operating system software is properly installed, tested and configured for maximum operating efficiency and performance; monitor software licenses; document processes and procedures for server administration, backup and restore procedures, and

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inventory and storage of media used; monitor and track internet usage. May develop workstation images and install software and hardware migration; upgrade and patch hardware and software; assign passwords and appropriate level of security access; configure routers and switches.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office, field or court setting. Travel may be required in the course of work (including meeting attendance and training) and a valid driver's license is required. The employee is expected to be punctual and to adhere to assigned work schedule. Assigned work schedules may be flexible, to include days, nights, weekends and holidays and overtime may be required. The employee must regularly interact positively with co-workers, clients, the public, judges and justices; work under severe time constraints and meet multiple demands from multiple sources. The work requires prolonged use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to kneel, stoop, lift, pull and carry up to 40 pounds. The employee may be required to sit or stand for long periods of time. The employee may be exposed to fluctuating outdoor and building temperatures; hostile or violent situations that may arise when dealing with individuals involved in court cases or contagious health conditions.