



# FLORIDA STATE COURTS SYSTEM

## JOB OPPORTUNITY BULLETIN

Internet Address: [www.3DCA.flcourts.org](http://www.3DCA.flcourts.org)

<b>DATE:</b>	<b>May 16, 2018</b>	<b>CLOSING DATE:</b>	<b>May 31, 2018</b>
<b>POSITION NO.:</b>	<b>22-009367</b>	<b>POSITION TITLE:</b>	<b>System Administrator</b>
<b>JOB LOCATION:</b>	<b>Third District Court of Appeal Miami, Florida</b>	<b>SALARY RANGE:</b>	<b>\$53,213.40 Annually + Benefits</b>

\* Applicants are hired at the minimum of the salary range. Position will be offered subject to approval of the Chief Judge and the availability of salary funding.

### GENERAL DESCRIPTION:

This is advanced, professional and technical work, encompassing the planning, designing, implementing, coordinating, evaluating, and enhancing computer system networks, operating systems, applications software, local area network, and communications components. The incumbent leads in maintaining, troubleshooting and managing system operations.

### RESPONSIBILITIES:

- Responsible for troubleshooting, analyzing and correcting hardware and software problems efficiently and timely; supervising personnel; researching and implementing new/current technology; providing user training; supervising information system projects; serving as liaison and information resource; responsible for systems backup and virus protection.
- Demonstrates technical proficiencies in Customer Service, Desktop Support and Network Infrastructure support with heavy emphasis on Microsoft technologies.
- Maintains a central repository of information, such as a knowledge base.
- Disaster Recovery and Business Continuity Standards and procedures.
- Provides video teleconferencing support for the Florida judicial network.
- Analyzes and resolves VoIP hardware and software issues and telephony problems.
- Designs, develops and maintains application software, such as Access databases, intranet sites, automated document creation programs, and video processing.
- Assesses and communicates technical needs of the area of responsibility to upper management; attends/conducts staff meetings to exchange information; attends technical or professional classes, workshops or seminars to improve professional skills.
- Perform other duties as assigned by supervisor and related work as required.

### QUALIFICATIONS:

Graduation from a four-year college or university with a Bachelor's degree in computer science, information technology or a closely related field and a minimum of two years of work experience in computer systems analysis, computer programming, office automation systems, or in planning or designing distributed computer systems, which provides the following knowledge, skills and abilities:

- Knowledge of LAN, WAN and Data Communication operations and design.
- Knowledge of protocol/trace analysis, statistical analysis and performance analysis.
- Knowledge of network data communications and computer system diagnostic aids and tools and the ability to isolate and resolve hardware and software problems.
- Knowledge of network security management, access and authentication, data integrity, physical security, disaster recovery/business continuity, and physical security.
- Knowledge of Microsoft Office suite of applications including MS Exchange, Outlook and OWA and ability to install office automation software packages including word processing, spreadsheets, graphics, communications interface, local area network management and calendaring.
- Knowledge of MAC and Windows OS (workstations and servers) including administration of the Windows environments and ability to interpret computer error messages; consult with users to determine user needs and systems requirements; detect, diagnose, resolve and document data processing malfunctions; train individuals and groups; diagnose or debug computer programs.

- Ability to communicate complex and technical data processing information effectively orally and in writing.
- Ability to serve as team leader and monitor special assignments and projects.
- Flexible and adaptable regarding learning and understanding new technologies.
- Keen attention to detail.
- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a fast-paced environment.
- Excellent interpersonal skills and self-motivated.
- Ability to exercise initiative, tact, sound judgement, professional demeanor, discretion and confidentiality in performing assignments.

**Physical Demands:** Work involves a significant amount of standing, walking, sitting, talking, listening, balancing, stooping, and reaching with hands and arms. Must be able to transfer up to 50 pounds.

**Desirable Experience and Training in the following areas:**

- Microsoft Active Directory OU and GPO Management.
- Domain Administration.
- Windows Update Services (WSUS) and System Center Updates Publisher (SCUP).
- Windows Operating System deployment for workstations and servers.
- Cloud computing technologies.
- Virtual server technologies.
- Microsoft Exchange Administration.
- Printer and Print Services Administration.
- VPN and remote connectivity.
- Security Policies, procedures and best practices for desktop and network infrastructure.
- Microsoft, Hardware and General Certifications are desired, but not required.

Submit a current and complete [State of Florida Employment Application](#) and verification of required education (i.e., copy of college degree or college transcripts) to [3DCAHR@flcourts.org](mailto:3DCAHR@flcourts.org). Questions can be directed to:

**Veronica Antonoff, Marshal**  
**Third District Court of Appeal**  
**2001 S.W. 117<sup>th</sup> Avenue**  
**Miami, Florida 33175-1716**  
**(305) 229-3200 ext. 0**

*All positions will be awarded upon the successful completion of a Background Investigation.  
 The Third District Court of Appeal is a Drug-Free Workplace.*

A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH POSITION LISTING THE APPROPRIATE CLASS TITLE AND POSITION NUMBER FOR WHICH YOU ARE APPLYING. YOUR APPLICATION MUST BE RECEIVED BY 5:00 P.M. ON THE CLOSING DATE.  
 WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY OR GENETICS.  
 IF YOU NEED AN ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE CALL THE CONTACT PERSON AT THE NUMBER INDICATED FOR EACH RESPECTIVE POSITION. PERSONS USING A TDD MAY CALL THE CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE AT 711.