

Wyoming Judicial Branch Position Announcement

System Administrator

This position provides IT support for the circuit and district courts in Wyoming and the Wyoming Supreme Court. Responsibilities include operations, acquisition, maintenance, and service of the IT systems including asset management, applications, databases, hardware and software products, servers and storage systems, network, audio, and video system infrastructure for court operations.

The position is generally the first tier of support for answering technical questions and resolving technical problems for court personnel. Service is provided on a person-to-person, phone, email, or remote appearance basis. Limited first tier support for Wyoming municipal courts and Wyoming law enforcement agencies is also provided. No supervision is required by this position, but the position may provide training, distribute work, and review the work of others.

Travel across Wyoming to the various circuit and district courts is required.

Responsibilities

- Network management involving the design, development, configuration, installation, integration, maintenance, and monitoring of networked systems for the transmission of data and video.
- Data management involving planning, development, implementation, administration, backup, and retrieval of data and storage systems.
- Systems engineering and administration involving planning, installation, configuration, testing, implementation, integration, management, and monitoring of all IT systems.
- Coordination with county IT departments for the benefit of the court, including design, installation, integration, management, and monitoring of network, hardware, and software assets of the court in county buildings.
- Court application management involving maintenance and administration of court-specific applications and data.
- Project management for IT projects including the planning, analysis, development, testing, implementation, and management of IT applications and vendor contracts.
- Collaborate with Court Technology Office staff to assess near- and long-term network capacity needs.
- Installation, configuration, maintenance, and troubleshooting of end user workstation hardware, software, and peripheral devices.
- Monitor network performance and troubleshoot problem areas as needed.
- Ensure network connectivity of all servers, workstations, telephony equipment, fax machines, and other network appliances.
- Participate in managing all network security solutions.
- Other duties as assigned.

Position Requirements

Formal Education & Certification

- University degree in computer science or related field and/or 5-7 years equivalent work experience.
- Preferred Certification in CCNP, CCNA, MCSE, MCSA or Meraki

Knowledge & Experience

- Working technical knowledge of current network hardware, protocols, and Internet standards, including Meraki Firewalls, Meraki Switching, Meraki WAP, Cisco Routing, Cisco Switching, or advanced understanding of routing and switching concepts.
- Working knowledge of Microsoft Azure IaaS, O365 and other Cloud based technologies
- Excellent knowledge of Windows 7/8/10, Microsoft Server 2008 R2 and up, and Linux systems.
- Working knowledge of Active Directory and Group Policy Management
- Excellent hardware troubleshooting experience.
- Knowledge of applicable data privacy practices and laws.

Personal Attributes

- Strong interpersonal, written, and oral communication skills.
- Able to conduct research into networking issues and products as required.
- Ability to present ideas in user-friendly language.
- Highly self motivated and directed, with keen attention to detail.
- Proven analytical and problem-solving abilities.
- Able to effectively prioritize tasks in a high-pressure environment.
- Strong customer service orientation.
- Experience working in a team-oriented, collaborative environment.

Employment is at-will and may be terminated at any time with or without cause and is subject to a background check. The successful candidate needs to live within the immediate vicinity of Cheyenne or be willing to relocate. The annual salary for this position will be between \$55,000 and \$70,000, commensurate with experience and qualifications. The position will receive state of Wyoming benefits, which include health and dental insurance, life insurance, retirement and annual and sick leave.

Interested and qualified candidates should submit a cover letter and resume, along with the Wyoming Judicial Branch Employment Application, to Julie Goyen, Chief Information Officer, 2301 Capitol Avenue, Cheyenne, WY 82002. The Wyoming Judicial Branch application is located on the Wyoming Supreme Court website at: <http://www.courts.state.wy.us/Administration/Careers>.

The position is open until filled.

The State of Wyoming is an Equal Opportunity Employer.