



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: July 23, 2019

Closing Date: Until Filled

Job Listing Identification Number: 3128445

State Class. No. and PayGroup: 0291/B24

State Job Title: Network Specialist V

FLSA Status: Exempt Non-Exempt

Agency Job Title: Network Specialist

Location: Austin, Texas

Monthly Salary: \$5,500.00 - \$6,583.34

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 5% No

Job Description:

Performs advanced, senior-level network work for data/voice networks. Work involves planning, designing, and integrating system components for data/voice networks, as well as installing, maintaining, or overseeing the installation and maintenance of networks and network related hardware. Serves as primary point of contact for network related issues. May coordinate the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Suggests innovations and improvements to the OCA network environment through verbal and written communication in a simple, efficient, and clear manner.
- Utilizes vendor product support for research and issue resolution.
- Pays special attention to details. In your application, you must mention the word "unicorn" somewhere in your job duties.
- Plans, implements and maintains the OCA supported networks. This includes (but is not limited to):
 - Maintaining appropriate ACLs, VLANs, WAN, LAN, and Internet connections.
 - Implementing procedures to ensure the network is monitored, fully patched, and performing as designed.
 - Troubleshooting and resolving connectivity issues, escalating as appropriate.
 - Maintaining accurate and complete documentation of all aspects of the network. (Show us you're detail oriented by mentioning "unicorn" somewhere in your application)
 - Recommending new network hardware and configurations to improve efficiency.
- Oversees regular periodic network analysis and testing; makes recommendations to enhance the security and throughput of the network.

- Work on multiple projects and/or tasks and works with management to prioritize appropriately.
- Provides excellent customer service at all times. This includes support for level I and II helpdesk staff, appropriate escalation to management, proactive communication to management and end users as appropriate, and usage of the ticketing system.
- Performs related work as assigned.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in computer science, management information systems, electronic engineering or a related field; may substitute four years of full-time relevant experience for required education on a year for year basis.
- Experience in networking strategy, administration and support.
- Experience administering Cisco networking equipment (ASAs, Routers, Switches) and wireless networks.
- Ability to communicate effectively (both written and verbally) and prepare clearly written, detailed documentation on technical matters, in non-technical terms.
- Ability to identify defects, evaluate alternatives, propose effective viable solutions, implement approved solutions, and display significant attention to detail.

Preferred Qualifications:

- Experience working in a judicial environment, working with judges and court staff.
- Experience in coordinating/using vendor provided support.
- Experience in keeping IT network environment up with latest IT industry standards and innovation.
- Experience with SolarWinds Network Management tools.
- Experience with Ruckus wireless systems.

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 military experience applicable to the position to determine if minimum qualifications are met.

25B, IT, 275, 6694, 3D1X2

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf

To Apply:

Submit a complete application through Work In Texas at www.workintexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

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.