



## OFFICE OF COURT ADMINISTRATION

### JOB VACANCY NOTICE

**Posting Date:** 10/13/2022

**Closing Date:** Until Filled

**Job Listing Identification Number:** 15616229

**State Class. No. and Pay Group:** 0291/B24

**State Job Title:** Network Specialist V

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Network Specialist

**Location:** Austin, Texas

**Monthly Salary:** \$4,917 - \$7,222.50

**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, monitoring, and integrating system components for data/voice networks, existing network hardware and software; developing policies and procedures; and evaluating potential network enhancements; 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 supervise 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.
- Conducts major studies regarding system usage, makes recommendations for improvements, and determines operational, technical, and support requirements for the location, installation, operation, and maintenance of data communications and agency network systems.
- Performs tuning and capacity planning activities to enhance the performance of the network resources.
- Reviews network system plans for completeness and accuracy and plans and schedules network studies and system implementations

- Develops policies and procedures designed to ensure the integrity of network environments.
- Evaluates network technologies for potential acquisition and directs the evaluation of various hardware and software resources to identify strengths, weaknesses, and potential benefits to the agency.
- Identifies, monitors, and defines the requirements of the overall security of the enterprise network.
- Implements hardware and software solutions to help mitigate a wide variety of network attacks. Makes recommendations to enhance the security and throughput of the network.
- Provides input into the preparation of budget recommendations for network facilities, analyzes user support statistics, and implements appropriate measures.
- Analyzes existing network and system procedures for efficiency and effectiveness; recommending new network hardware and configurations to improve efficiency.
- Analyzes and defines agency disaster recovery responsibilities and procedures.
- 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.
- 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, planning, designing, 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.
- Experience in keeping IT network environments up with latest IT industry standards and innovation.
- Experience with virtual and cloud networks

**Preferred Qualifications:**

- Experience working in a judicial environment, working with judges and court staff.
- Experience in coordinating/using vendor provided support.
- Experience with SolarWinds Network Management tools.
- Experience with Ruckus wireless systems.

**Employment Conditions:**

- Regular attendance required.
- Travel will be required.
- Must sit for extended periods of time.
- May talk on phone an extended period of time.
- Requires some lifting up to 15 pounds occasionally.
- Requires operation of a motor vehicle to conduct agency business.
- Valid Texas driver's license required to operate a motor vehicle when conducting agency business.

**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.

Army – 25B; Navy – ET; Coast Guard – IT; Marines – 0631; Air Force – 3DoX2.

Additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_InformationTechnology.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf)

**To Apply:**

**All applications for employment with the Office of Court Administration must be submitted electronically through [www.WorkinTexas.com](http://www.WorkinTexas.com).** Interested candidates may also email a completed [State of Texas application](#) to [OCACareers@txcourts.gov](mailto:OCACareers@txcourts.gov). 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.