



Position Description

Title: Network Administrator
Position #: 024108

**Gwen Marshall,
Clerk of Circuit Court &
Comptroller**

Div./Dept.: CIS
Reports to: Database & Systems Administrator
Pay Grade: 81
Pay Range: \$48,510.68 - \$80,032.62 Annually
Effective Date: 10/1/2021
Exempt: Yes
Posting Period: 10/1/2021 – 10/15/2021

GENERAL DESCRIPTION:

This is a skilled technical position requiring the planning, implementation, monitoring, maintenance, and security of the Clerk's network infrastructure including the LAN, WAN, multimedia networks and new network technologies as they evolve. This individual is expected to be able to work independently and within established policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to the following:

- Provides excellent customer service to all in person, in email and over the phone; is approachable, helpful, and personable; and answers questions knowledgeably and with patience
- Installs network hardware and software and makes needed upgrades and repairs
- Maintains network and computer system security and ensures all systems are operating correctly
- Anticipates communication and networking problems and implements preventative measures
- Investigates, recommends, and installs enhancements and operating procedures that optimize network availability
- Establishes and performs maintenance programs according to Clerk and vendor standards
- Fixes computer and network problems
- Serve as backup to the System Administrator
- Maintains connectivity to all internal and external entities
- Administers firewall, endpoint protection and other network security devices.
- Review network and security logs on a regular basis.
- Regular and reliable attendance is an essential function of this job
- Perform system maintenance outside of business hours and provide after-hours support as required.

MINIMUM QUALIFICATION REQUIREMENTS:

- Requires graduation from an accredited four-year college or university with a bachelor's degree in Information Technology, Telecommunications, Computer Science, Management Information Systems, Engineering, or a related field and one year of related technical work experience; or an equivalent combination of training and experience.
- Certified in Net+, Security+, or CCNA preferred

LICENSING REQUIREMENTS:

Requires a valid driver's license for travel to remote offices.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of general office policies and procedures. Ability to organize, meet requests, identify problems and work under pressure in a timely manner. Perform process analysis and propose solutions. Knowledge of current technology standards and requirements. Knowledge of network security concepts and administration of next generation firewall systems. Ability to learn technical processes, software, and machinery. Good knowledge of business English, spelling, and punctuations. Ability to effectively communicate, both orally and in writing. Abilities to interact with the public and co-workers in a professional, courteous manner. Ability to establish effective working relationships with co-workers. Skills in the operation of a personal computer, good working knowledge of Microsoft Word and other office automation products, and the ability to learn specialized, complex, computer applications.

WORKING CONDITIONS: Work is conducted primarily in an office environment. This position frequently requires working within strict deadlines, under stressful conditions, and with a variety of personalities, who may at times be emotional.

ESSENTIAL PHYSICAL FUNCTIONS: While performing the duties of this job, the employee is frequently required to; sit, stand, and walk, reach with hands and arms, stoop, kneel or crouch and perform repetitive actions and motion of one or both hands. Employee needs to be able to hear ordinary conversation and office sounds, conduct verbal communication in person and on the phone. Specific vision abilities required by this job include color vision, distance vision, peripheral vision, and depth perception.

ADAAA COMPLIANCE: The Leon County Clerk of the Circuit Courts is an Equal Opportunity Employer. Reasonable accommodations may be provided to qualified individuals with disabilities to enable performance of the essential mental and physical functions. Applicants and current employees may request any accommodations they may need, in order to perform the essential functions of the position they hold or are seeking.

COUNTY-WIDE EMPLOYEE RESPONSIBILITIES:

All Clerk employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Leon County Clerk's Employee Code of Ethics, gift, and conflict of interest policies.

All Leon County Clerk employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

HOW TO APPLY: Interested candidates apply using the following link:

<https://www.governmentjobs.com/careers/leoncountyclerk>