

Senior Network Administrator

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Where is AOC Located?

The Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

AOC PROFILE:

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

POSITION: SENIOR NETWORK ADMINISTRATOR
(Senior System Support Analyst)

SALARY: \$66,240 TO \$87,096 / per year DOQ

LOCATION: Olympia, Washington

OPENS: September 30, 2013

CLOSES: October 18, 2013

Scope of Responsibility:

- Performs system support of the Administrative Office of the Courts (AOC) telecommunications network for the AOC Judicial Information Systems.
- Reports to an ISD Manager and is responsible for performing work with the appropriate degree of expertise and skill in a proficient, qualified and specialized role.
- May perform lead worker duties if assigned in writing by Division Director.
- Work is expected to be performed with expert level skills as defined within the essential functions for this position.
- Work at the senior level is performed independently with decision making responsibility commensurate with the technical expertise required of the position. Work products are expected to be of the highest quality and utilized to review and evaluate the technical work products of lower level system support analysts.

Essential Activities:

- Is highly proficient and possesses advanced expertise in the use and configuration of various AOC network hardware products such as CISCO, Checkpoint and F5 equipment.
- May perform lead duties for a workgroup as designated in writing by Division Director. Lead duties include overseeing daily staffing levels and operations, planning and balancing workload, providing basic training for assigned duties, instructing and monitoring work product and quality, maintaining leave calendar and approving routine leave requests, resolving procedure or workflow conflicts, providing input to supervisor regarding managerial issues, and informing the supervisor of needs, issues and concerns.

See Job Description for further information.

Senior Network Administrator

AOC Offers...

- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

Benefits:

- The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

Key Competencies

- Provides primary support for Wireless Network Configuration, firewall changes, F5 load balancing, SSL VPN Configuration, and CISCO Routers/Switches.
- Demonstration of expert understanding and knowledge in any combination of the following technology and business areas.
- Possesses a functional understanding in those areas of technical or administrative expertise as specified in the Statement of Work applied to the requirements of a specific position.
- Ability to self-initiate in the performance of work, utilize analytical and problem solving skills and clearly articulate ideas on topics, problems, and business issues both verbally and in writing.
- Ability to learn new concepts and skills as well as absorbing and retaining new information.
- Ability to multi process information and to adjust priorities within workload assignments based on business need and/or direction from senior staff or management.
- Ability to utilize positive professionalism qualities that include but are not limited to: strong customer service concepts to internal and external parties, a respectful and polite attitude, understanding of "working together as a team" to achieve common goal(s) and a strong work ethic reflected by producing a quality work product.

Qualifications

A bachelor's degree in Information Technology, business administration, public administration or closely allied field;

AND

- A minimum of eight (8) years of progressive experience working with complex information technology systems.

Combination of education and experience to demonstrate a working knowledge of the functions and typical work of the Senior System Support Analyst may substitute for qualification requirements listed.

To be Considered for This Position, Please Submit:

- A cover letter specifying how you meet the qualifications of the position (no more than two pages);
- A chronological resume including: dates and total months/years in each position held for each previous employer; and
- A list of three professional references from different employers (current and past supervisors preferred).
- [Completed AOC application form.](#)