

JOB ANNOUNCEMENT

JOB TITLE: I.T. Systems Administrator
SALARY: Up to \$65,000/Year D.O.E. + Benefits
DATE OPEN: October 1st, 2022
DATE CLOSED: Until Filled

DESCRIPTION:

The Systems Administrator is responsible for maintaining all Hunt County Information Technology Systems.

RESPONSIBILITIES:

- Support all duties and projects assigned by the Information Technology Director.
- Maintain and update Office 365 software and user accounts using the 365 Admin Center, including Microsoft OneDrive/SharePoint and Microsoft Teams.
- Maintain user and computer groups in our on-premise Active Directory.
- Support all workstation's courts and justice software, Tyler Technologies, including rights, roles, user accounts, software updates, and version upgrades.
- Manage Domain Group Policy.
- Maintain an up-to-date Windows 10 image for deployment to new and existing computers.
- Support all Deputy Sheriff mobile workstations, including VPN software, law enforcement software, MDT updates, wireless accounts, and Mobile CAD GPS.
- Support our 911 Dispatch computers and software.
- Maintain courtroom Audio/Visual systems, including remote Zoom hearings and YouTube live sessions.
- Administrate infrastructure, databases, virus protection software and other processes.
- Protect the organization by adjusting device configurations and ensuring all patches are installed to protect against new and emerging threats.
- Solve technical and operational problems, showing a high level of customer service and project management skills.
- Install and test computer-related equipment.
- Maintain accurate equipment inventory and notify Director of all necessary equipment upgrades.
- Maintain Windows servers, server backups, and shared storage locations.
- Respond to help desk requests after hours when needed.

REQUIREMENTS:

- Significant hands-on troubleshooting skills with network and computer software/hardware, performance monitoring, capacity management, and network management tools.
- At least 2 years' experience with the following:
 - Active Directory users, computers, and security groups.
 - Creating and deploying Domain Group Policy.
 - Microsoft Office 365 apps and deployment.
 - PC hardware and software troubleshooting.
 - PowerShell
- Must be U.S. Citizen.
- Must have a clear background with good moral character.
- High level of commitment to service excellence.
- High level of integrity, ethics and judgment.
- Must be able to pass a criminal history background check.
- Must pass a urinalysis test before beginning employment.

Prefer one or more of the following certifications: Microsoft 365, CompTIA A+, CompTIA Server+, CompTIA Security+
Benefits Include: Retirement, Health/Dental/Vision Insurance, Vacation, Holidays, and Sick Time

To be considered, you must complete an employment application in full. Applications may be picked up at the Human Resources Department in the Hunt County Courthouse, Room 200 or filled out online at www.huntcounty.net

HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

NO PHONE CALLS PLEASE
PLEASE DO NOT REMOVE