Job description

Administrative Office of

The Supreme Court of Appeals of West Virginia

Position Announcement

Administrative Office - Kanawha County

Employment Opportunity

Position open until filled

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a *Tier 1 System/SAN Administrator* in Charleston, West Virginia. This position reports to the Network/Infrastructure Manager.

Position Summary:

This position is responsible for assisting with enterprise server/system administration and storage systems.

Essential Position Duties and Responsibilities:

- Administers an enterprise Microsoft Entra ID/Active Directory domain environment.

- Administers key Microsoft 365 enterprise platform components.

- Monitors email quarantine, releasing approved messages and reporting suspicious activity.

- Administers and monitors Microsoft Intune devices and configurations.

- Assists the Service Desk with any related tasks and requests.

- Assists Information Security with monitoring Endpoint Detection and Response system, as needed.

- Performs Server maintenance tasks such as Windows updates, critical patches, etc., as directed.

- Installs and configures storage host software and administers file shares.

- Implements, and maintains a SAN storage solution in an enterprise environment.

- Provides for the provision and decommission of SAN storage in accordance with internal policies and standards.

- Implements and monitors transfers of data, as requested.

- Troubleshoots storage issues/failures and complex system problems and provides technical support.

- Monitors and analyzes storage requirements, resource utilization and capacity planning; provides recommendations for expansion, improvements, and optimization including the establishment of performance benchmarks.

- Ensures established security policies are applied and maintained.

- Works within established configuration and change management policies to ensure awareness, approval and success of changes made to the network infrastructure.

- Assists Network/Infrastructure Manager with system/network documentation, risk assessment, review, and testing of disaster recovery plans and procedures, system backup/storage replication cycles and restore procedures.

- Performs other duties as assigned.

Requisite Qualifications, Education, and Credentials:

- Bachelor's degree in information systems management or related technical field, or equivalent combination of education, technical certifications/training, or work experience totaling a minimum of four (4) years.

Preferred Skills and Knowledge:

- Knowledge of enterprise domains, LAN/WAN environments, and telecommunications.

- Scripting/programming experience.

- Knowledge of industry-standard data center hardware (Racks, servers, power and cooling systems).

- Knowledge of enterprise storage solutions and concepts.

- Ability to work with teams as well as independently with little oversight.

- Ability to communicate well verbally and in writing.

- Detail oriented.

Working Conditions (Physical/Mental Demands, and Environmental Factors):

- Ability to work nontraditional hours as needed.

- Ability to lift to forty (40) lbs.

Continuing Education Requirements:

- Maintain current knowledge on technology developments and trends in providing technology support in judicial and court administration through participation in a variety of outside programs, state and nationwide.

- Maintain and acquire industry related certifications.

Performance Metrics:

- TBD

Compensation and Benefits include: ·

- Competitive salary based on experience and qualifications,

- Medical Insurance,

- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),

- Life insurance,

- Defined benefit pension plan,

- Section 457 deferred compensation plan

- 12 paid holidays, and · Annual and sick leave.

West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including the Intermediate Court of Appeals, Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at www.courtswv.gov.

Equal Opportunity in Employment

It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

All positions of the Supreme Court of Appeals of West Virginia are considered at-will and may be terminated at any time, with or without notice or cause.

Application Process

To apply for this position, please direct the completed Court Employment Application (available on Court website), along with a letter of interest highlighting applicable experience, and a resume, including references to:

Angela.Lude@courtswv.gov

Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.

Job Type: Full-time

Pay: $50,000.00 - $60,000.00 per year

Benefits:

- Dental insurance

- Health insurance

- Life insurance

- Paid time off

- Retirement plan

- Vision insurance

Schedule:

- 8-hour shift

- Monday to Friday\Education:

- High school or equivalent (Required)

Ability to Relocate:

- Charleston, WV 25305: Relocate before starting work (Required)

- Work Location: In person