



Doug Chorvat, Jr.

Clerk of Circuit Court & Comptroller - Hernando County
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

Job Number: 2022-24

Posting Date: 11/4/22

Closing Date: 11/20/22

JOB POSTING

Network/Systems Analyst
Information Technology Department
Salary Range: \$51,775 – \$68,670
(Starting salary depends on qualifications)

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting About Us, Human Resources, Job Applicant Center. If you have any questions or require assistance, please call (352) 540-6233 or email hr@hernandoclerk.org Monday – Friday, from 8:00 a.m. – 5:00 p.m.

The Hernando County Clerk of Circuit Court is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employment preference is given to applicants who do not use a tobacco product(s)

JOB SUMMARY:

Assist in managing and monitoring all aspects of network infrastructure, and physical and virtual servers. Assist Operations team with projects as needed and serve as liaison to Service Desk staff as needed for user-facing issues. Maintain and troubleshoot hardware, software and peripheral devices.

ESSENTIAL JOB FUNCTIONS:

1. Assist in maintaining and upgrading all existing systems and infrastructure components.
2. Perform server administration tasks, including user/group administration, security permissions, group policies, print services, and resource monitoring.
3. Monitor backup systems and work with Operations Team to ensure backup consistency.
4. Assist with installation and maintenance of switches, cabling, servers, NAS, iSCSI SAN, Wireless APs.
5. Perform regular monitoring of critical infrastructure components.
6. Perform server updates per established update schedule.
7. Establish and maintain effective working relationships with department heads and other employees.
8. Ensure the systems' uptime during normal hours of operation.

9. Initiate or assist in the plan for future growth of servers, site and/or network.
10. Create and maintain systems documentation in conjunction with Operations Team.
11. Interact with the Service Desk staff and other team members to assist in troubleshooting, identifying root cause, and providing technical support when needed.
12. Participate in on-call rotation as needed; monitor and escalate alert notifications 24/7.
13. Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education:

Two-year degree in Computer Science.

Experience:

Two years of experience in a computer environment inclusive of networking and/or Internet methodology, and system support (Unix, Linux, all Windows server platforms preferred). PowerShell experience required.

An equivalent combination of education, experience and training may be substituted at the Clerk's discretion. For this position, four or more years of experience in a similar job can be substituted for the education requirement.

Licenses/Certificates:

Valid Florida Driver License. MS Server Certification 2008 or later, VMware VCP:DCV 5 or later, and/or CCNA preferred.

EQUIPMENT USED:

Personal computer, copier/printer, phone and various other technology equipment.

ESSENTIAL SKILLS AND QUALIFICATIONS:

- Service-oriented mentality, providing excellent customer service
- Strong analytical and decision-making skills
- Ability to communicate effectively and professionally orally and in writing
- Skill in interacting with the public, co-workers and intra-county office personnel in a professional manner, both in person and on the telephone
- Ability to troubleshoot complex computer and networking issues
- Ability to install, update, and support operating systems such as Windows server/Linux
- Knowledge of VMWare vSphere preferred
- Familiarity with backups, restore and recovery models
- Ability to implement operational automation using scripts (PowerShell)

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from a personal computer.

Frequent:

Ability to sit at a desk and view display screen for extended periods of time; ability to communicate orally in order to answer the telephone; ability to lift up to 45 lbs.

Infrequent:

Ability to stand for long periods of time; ability to push/pull loaded cart weighing up to 100 lbs. throughout government buildings as part of equipment installation; ability to climb ladders for equipment installation; ability to repeatedly bend, stretch, stoop and/or squat.

WORKING CONDITIONS:

Constant:

Office environment. Work closely with others.

Frequent:

Flexible hours as required.

Infrequent:

On-call status as needed to cover the after-hours rotation.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.