



# Doug Chorvat, Jr.

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

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**Job Number: 2023-14**

**Posting Date: 9/1/23**

**Closing Date: open until filled**

## JOB POSTING

### Network/Systems Administrator

#### Information Technology

Salary Range: \$66,918 - \$89,154 annually  
(Starting salary depends on qualifications)

Complete on-line application via Hernando County Clerk of Circuit Court website, [www.hernandoclerk.com](http://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](mailto:hr@hernandoclerk.org) Monday – Friday, from 8:00 a.m. – 5:00 p.m.

**Note: If minimum typing speed is required under the “Essential Skills and Qualifications” section, you must provide this information in order to be considered for the position. You may take a typing test at no cost by going to [www.typingtest.com](http://www.typingtest.com). Please attach the results to your on-line application.**

Pursuant to Chapter 295, Florida Statutes, candidates eligible for Veterans’ Preference will receive preference in employment for vacancies and are encouraged to apply. Certain service members may be eligible to receive waivers for postsecondary educational requirements. Candidates claiming Veterans’ Preference must attach supporting documentation with each submission that includes character of service (for example, DD Form 214) along with any other documentation as required by Rule 55A-7, Florida Administrative Code.

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. Applicants wishing to request an accommodation should contact the Human Resources Department by email at [hr@hernandoclerk.org](mailto:hr@hernandoclerk.org) or by phone at (352) 540-6233.

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

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### JOB SUMMARY:

Responsible for performing as a top technical expert supporting an enterprise technical infrastructure. Study and analyze system needs, system development, systems process analysis, design, and re-engineering. Works with the enterprise to solve business problems with technology including hardware, software, operating systems, and networks. Assists with designing and defining information technology (IT) system architecture for integration of multiple platforms, operating systems, and applications across the enterprise.

### ESSENTIAL JOB FUNCTIONS:

1. Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware.

2. Perform server administration tasks, including user/group administration, security permissions, group policies, print services, and resource monitoring.
3. Monitor data center health using pre-existing management tools and respond to hardware issues as they arise. Help build, test, and maintain new servers as needed.
4. Verifies the integrity and availability of all hardware, server resources, systems, and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
5. Responsible for network hardware installation, configuration and maintenance including switches, firewalls, cabling, servers, NAS, iSCSI SAN, Wireless APs.
6. Establish, maintain, document, and manage Active Directory/Azure user accounts.
7. Ensure high availability and acceptable levels of performance, security and capacity for mission critical technological resources and provide periodic performance reporting to support capacity planning.
8. Interact with the service desk and other team members to assist in troubleshooting, identify root cause, and provide technical support when needed.
9. Assists in evaluating and selecting technology vendors to gain insight into new technologies, services, and solutions.
10. Assists in ensuring all data shared internally, externally, or via the web meets security guidelines.
11. Participates in on-call rotation as needed, monitors, and escalates alert notifications 24/7.
12. Create and maintain updated network and systems documentation.
13. Create and maintain technical documentation including but not limited to infrastructure diagrams, BPMN Diagrams, Workflows, and other types of flow charts.
14. Performs a variety of tasks and assists with special projects as assigned.
15. Regular attendance and punctuality.

**OTHER JOB DUTIES:**

Perform other duties as assigned.

**JOB STANDARDS:**

**Education:**

Undergraduate studies in business, management information systems, computer science or related field. Bachelor's Degree preferred.

An equivalent combination of education, experience and training may be substituted at the Clerk's discretion.

**Experience:**

Experience with installing, updating, and supporting VMWare vSphere; backup, restore and recovery models; and implementing operational automation using scripts.

Experience in troubleshooting complex computer and networking issues. Experience installing, updating, and supporting operating systems, such as Windows server, and Linux (Redhat/Centos, Ubuntu/Debian).

Proficiency with PowerShell, Python experience preferred

Experience with version control systems (specifically GIT).

**Licenses/Certificates:**

**Required:**

Fortinet NSE4 certification, or the ability to obtain the certification within the first six months of employment is required.

Valid Florida Driver License.

**Preferred:**

Cisco Certified Network Administrator and Network+ preferred; VMWare Certified Professional: DCV and 1 year of demonstrable experience;

Microsoft Server Certified and 1 year of demonstrable experience.

**EQUIPMENT USED:**

Personal computer, copier, 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 perform duties with minimum supervision.

**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, ability to sit for long periods of time.

**Frequent:**

Ability to communicate orally in order to answer questions from the public, both in person and over the telephone.

**WORKING CONDITIONS:**

Office environment.

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