

# SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY

STATE OF NEVADA

## COURT TECHNOLOGY SENIOR NETWORK ENGINEER

\$68,556.80-\$93,267.20

Plus a comprehensive benefits package

**Announcement Date: December 24, 2018**

**Deadline: Open Until Filled**

Interested applicants should apply online at <http://www.washoecourts.com>.

A complete application packet will consist of the following items:

- ✓ Completed District Court Application [HERE](#)
- ✓ 3 Professional References
- ✓ Cover Letter
- ✓ Resume
- ✓ Educational Verification

Resumes will not be accepted in lieu of the completed District Court application.

**How to apply:** Completed application packets should be delivered to:

Brett Gadwood, Human Resources Generalist

**Email:** [Brett.Gadwood@washoecourts.us](mailto:Brett.Gadwood@washoecourts.us)

**Fax:** 775-325-6601

**Phone:** 775-328-3405

**Hand delivery:** 1 S. Sierra Street, North Tower, 3<sup>rd</sup> Floor, Family Division

**Mail:** District Court Human Resources, Second Judicial District Court, 75 Court Street, Reno, Nevada 89501

The Second Judicial District Court is an Equal Employment Opportunity Employer

### **DEFINITION**

Under general supervision, performs advanced professional work planning, organizing, and overseeing the installation and implementation of information technology and data communication networks for assigned projects; serves as a project manager and team leader for various projects, primarily in network analysis, security, planning, and design.

### **SUPERVISION EXERCISED**

Exercises supervision over assigned project staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manages projects, which involves the maintenance and upgrading of existing enterprise level network equipment, file servers and peripherals, including coordinating with appropriate staff, establishing time frames, monitoring progress, and providing project documentation for new systems.

Establishes security policies and manages various aspects of Internet security and network security, and advises management on various security-related issues; installs new security applications and procedures; monitors and audits computer network activity to prevent security attacks and break-ins.

Designs new systems, writes specifications, and prepares estimates of equipment and resources required for projects; provides consultation to management and departmental staff.

Translates designs to schematic diagrams for use by service technicians in network installation; assesses potential network equipment and software for performance, reliability, maintenance problems, cost, ease of use, and user satisfaction.

Coordinates with local area vendors to implement the installation of proprietary equipment.

Prepares reports and makes presentations of product findings, which include recommendations for purchase.

Prepares "exception" reports regarding abnormal performance of systems and components, describing diagnostic procedures, specific problems, and corrective actions.

Develops recommendations for improvements to information systems performance and reliability.

Investigates, troubleshoots, and resolves complex network hardware, database, and software problems at the system and component level, utilizing a variety of testing routines, tools, and equipment.

Coordinate with other department staff on collaborative planning and problem solving.

Manage equipment inventories and associated maintenance contracts.

Coordinate with outside regulatory agencies on documenting and auditing County compliance with regulatory standards such as CJIS, HIPAA and PCI-DSS.

Maintains Internet connectivity for Court website and users.

**OTHER JOB-RELATED DUTIES**

Performs related duties as assigned.

**JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance Level**

***Knowledge of***

Applicable judicial/division policies and procedures.

Functions and applications of Court Technology approved software, including methods for identifying software problems.

Functions and applications of Court computer hardware and software as they relate to microcomputers, networks, and data communications.

Operating methods and procedures for Court data processing equipment, including methods used in the development of computer programs, documentation, and procedure manuals.

Compliance standards related to data communications, including CJIS, HIPAA and PCI-DSS.

Building codes and safety regulations as related to the installation and construction of data and phone communications wiring, data centers and data closets.

***Ability to***

Perform the full range of programming and database-driven web application modifications.

Plan, design, and implement technical training programs specific to District Court.

Analyze and solve problems during network and workstation setup, maintenance, and diagnostics.

Manage multiple tasks and assignments efficiently.

**Entry Level**

***Knowledge of***

Microsoft Office suite of products;

PC, Server, network, phone and radio hardware.

Network operating systems, network communication protocols and network security methods.

Principles, theory and practices of data communication systems, and troubleshooting complex data communication system problems.

Current industry standards and product availability in hardware and software.

Practices and procedures related to the installation, maintenance, and repair of computer equipment;

Principles of information technologies and networking;

***Skills to***

Utilize diagnostic routines, tools, and equipment used in diagnosing and resolving network, database, and computer problems.

***Ability to***

Analyze and solve advanced problems and develop solutions, both individually and as part of a team.

Organize work, meet schedules and timelines and assist with projects when required.

Utilize diagnostic routines, tools and equipment used in diagnosing and resolving network communications and equipment malfunctions.

Use network line testers, performance monitoring tools and/or land mobile radio test equipment to certify infrastructure meets industry standard communications specifications.

Analyze data communication and network hardware and software and develop recommendations regarding performance, reliability and cost.

Prepare program documentation and operating procedures manuals;

Prepare and present detailed oral and written reports;

Research, compile, and analyze data;

Establish goals, objectives, and develop strategies to address targeted needs;

Maintain effective working relationships with those contacted in the course of work;

Follow oral and written instructions;

Communicate effectively, both orally and in writing;

Court Technology Department exempt employees may be called to work during a disaster or emergency situation, or when critical need arises.

**MINIMUM QUALIFICATIONS** *Any combination of experience and training that would provide the required knowledge, skills, and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills, and abilities is*

***Experience***

Four years of experience in server systems administration and/or network support, including one year of network, file server, or an equivalent combination of education and experience.

***Training***

A bachelor's degree from an accredited college or university in electrical engineering, computer science, networking, computer systems, cybersecurity or a closely related field.