

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET  
Director and  
State Court Administrator



RICK STEFANI  
Deputy Director  
Information Technology

JOHN MCCORMICK  
Assistant Court Administrator  
Judicial Programs and Services

**IT Professional III  
Position # 0007**

The Nevada Supreme Court is looking to hire a new System Administrator to join our team. This person will be

- Maintains operating system and related application software with guidance.
- Monitors systems and responds immediately to security or usability concerns.
- Reviews application and system logs and takes prompt and appropriate action.
- Performs smaller scope projects with minimal guidance.
- Ensure uptime and performance standards are achieved.
- Proactive application monitoring and troubleshooting with the appropriate resolution to minimize downtime.
- Maintain specific servers as related to re-boots, upgrades and patches as prescribed by the server maintenance schedule.
- Handle licensing of specific applications promptly and in a cost effective manner.
- Participation in cross training activities with other infrastructure staff to provide backup support on core systems.
- Provide after-hours "on-call" service as needed.
- Participates in disaster recovery and business continuity exercises.
- Participates in project meetings, project plan development, and project duties as defined by the project plan.
- Timely and thoroughly documents all changes, actions, resolutions, new procedures, software upgrades, and incidents.
- Train and assist Help Desk staff to respond to general requests related to application issues in a knowledgeable manner.
- Ensure escalated ticket requests have been addressed per the prescribed standards.

Experience and Education Qualifications -

Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and three years of progressively responsible professional IT experience relevant to the duties of the position which may include systems administration, network administration, database administration, applications analysis and development, and/or information security **OR** an equivalent combination of education and experience.

Preferred Qualifications - Systems administrator; knowledge and/or experience in Vmware, Veeam, Windows server, SAN/Blade admin, network admin, security, system and network monitoring.

**Closing Date/Time:** December 4, 2020  
**Salary:** \$63,746.64 - \$95,672.16 DOE, employee/employer paid retirement  
**Job Type:** Full-time

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