



PLEASE POST

**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT**

POSITION POSTED: Systems Administrator
SALARY RANGE: \$70,419.00 - \$88,738.00
DATE POSTED: April 30, 2021 – May 14, 2021

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAVE PASSED SINCE THEY LAST TOOK THE EXAMINATION.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Information Technology, Information Management Systems, or related field.
- Four (4) years of paid system administration experience.
- Experience using MS Office Suite and relevant software and systems.

DESCRIPTION OF WORK:

Under the direction of the Division head or Designee, this position is responsible for deploying and maintaining windows servers in an active directory environment, creating and maintaining group policies, maintaining the Dell chassis / blade server environment, configuring and maintaining the EqualLogic iSCSI SANS, configuring and maintaining the virtual server environment, providing a backup and recovery solution, and providing second-level support to field-support technicians. This position requires primarily a strong understanding of active directory including but not limited to the ability to troubleshoot GPOs, build and deploy packages via SCCM. Familiarity with ISC DHCP and or Windows DHCP and virtualization technologies and subsequent technologies associated in a highly virtualized environment. Strong understanding of Microsoft Windows Server Core and Windows 10 operating systems. Employees in this title are expected to maintain a professional appearance and demeanor.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)

Assessment of Training, Experience & Personal Qualities	Pass/Fail
Written Examination	40%
Interview	60%

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****

**Third Judicial Circuit of Michigan
Office of Human Resources**

Classification Code: 0400-0008

Date Issued: 03/07/2017

TITLE: SYSTEMS ADMINISTRATOR

SUMMARY:

Under the direction of the Division head or Designee, this position is responsible for deploying and maintaining windows servers in an active directory environment, creating and maintaining group policies, maintaining the Dell chassis / blade server environment, configuring and maintaining the EqualLogic iSCSI SANS, configuring and maintaining the virtual server environment, providing a backup and recovery solution, and providing second-level support to field-support technicians. This position requires primarily a strong understanding of active directory including but not limited to the ability to troubleshoot GPOs, build and deploy packages via SCCM. Familiarity with ISC DHCP and or Windows DHCP and virtualization technologies and subsequent technologies associated in a highly virtualized environment. Strong understanding of Microsoft Windows Server Core and Windows 10 operating systems. Employees in this title are expected to maintain a professional appearance and demeanor.

ESSENTIAL FUNCTIONS:

- Creates profiles and security access to the Court's network and applications.
- Provides second level support to field support technicians.
- Monitors server hardware and applications, and coordinates maintenance required.
- Installs, configures, and administers necessary server operating systems.
- Maintains and updates Active Directory users, computers, and printers.
- Troubleshoots server and PC problems as necessary.
- Provides expertise in technical areas related to desktop projects.
- Pursues continued professional development in regards to new skills and technologies required to provide the best available business solutions for IT customers.
- Participates in the specification, selection and implementation of hardware and software.
- Evaluates new information systems products or services and suggests changes to existing products or services to better aid the end user.
- Supervises reporting staff by identifying and assigning work, communicating work performance expectations, establishing professional development plans, providing training, implementing corrective action plans, approving time, assuring appropriate staffing coverage, conducting periodic performance reviews, acknowledging accomplishments, providing assistance and issuing discipline
- Utilize SCCM to manage, deploy and update workstations.
- Update, configure, troubleshoot and root cause analysis with Linux based Juniper network and Nagios management system.
- Monitor and support all systems during normal business and off hours during rotating on call schedule.
- Mobile device management experience is a plus
- Assists other team members in other areas as needed.
- Performs other duties as assigned.

QUALIFICATIONS:

**Third Judicial Circuit of Michigan
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Date Issued: 03/07/2017

TITLE: SYSTEMS ADMINISTRATOR

- Bachelor's degree in Information Technology, Information Management Systems, or related field.
- Four (4) years of paid system administration experience.
- Experience using MS Office Suite and relevant software and systems.
- Must possess (at time of application) and maintain a valid Michigan driver's license, no fault insurance and access to a vehicle to use in the performance of assigned duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Effective verbal, written and interpersonal communication skills; public speaking and meeting management skills.
- Proven analytical, problem-solving, and decision-making abilities.
- Ability to apply general rules to specific problems to produce positive results.
- Ability to ask and answer questions and to explain Court procedures to internal and external customers in a courteous and professional manner.
- Ability to communicate information and ideas effectively, both verbally and in writing, so that others can understand.
- Ability to deal calmly and effectively in high stress situations.
- Ability to establish and maintain effective working relationships with coworkers, employees, officials and external contacts.
- Ability to meet and interact with the public and deal courteously and effectively with their questions or problems, seeking assistance when needed.
- Ability to operate office equipment.
- Ability to understand and carry out verbal and written instructions and to request clarification when needed.
- Ability to use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Excellent facilitation, presentation and meeting management skills
- Knowledge of customer service standards and procedures.
- Proven analytical, problem-solving and decision-making abilities.
- Skill in managing one's own time and the time of others, as well as the ability to meet deadlines.
- Thorough knowledge of Court processes and procedures.

WORK ENVIRONMENT:

- Normally a typical customer service office environment with minimal exposure to excessive noise.
- Employees in this title may encounter individuals who may be under duress.

PHYSICAL REQUIREMENTS:

- Sitting at desk for long periods of time to perform job functions.
- Ability to read, write and interpret written documents.

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Date Issued: 03/07/2017

TITLE: SYSTEMS ADMINISTRATOR

- Use hands to manipulate, handle, feel, and control items or equipment.
- Walk, bend, reach, stand and sit.
- Talk, hear, and communicate with clients, co-workers, and others.
- Ability to operate a motor vehicle.

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Must possess (at time of application) and maintain a valid Michigan driver's license, no fault insurance and access to a vehicle to use in the performance of assigned duties.
- Candidates considered for placement in this job title will be subject to a criminal background investigation and subsequent fingerprinting every five years.

The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

Notes:

09/01/2015 Updated for content and format
03/07/2017 Updated Special Requirements
08/21/2017 Updated for content and format