

JOB VACANY NOTICE

State Job Title: Network Specialist IV
Monthly Salary: \$4375.00

Closing Date: When Filled
Location: Houston, TX

Job Description: Serves as a network manager and desktop support professional, performing highly advanced server, network and desktop support of hardware and software for the Houston Appellate Court. Designs, plans, installs, maintains, and updates hardware and software on Microsoft-based platforms, LANs, WAN, Internet, and remote access systems. Works with the Office of Court Administration's Help Desk and programming staffs in providing customer service and support.

Essential Job Functions: Supports Internet services, MS Exchange, Windows 2000/2003 Server, SQL 2000, Symantec AntiVirus, DNS and other critical network services and systems. Works with contractors and employees to facilitate the timely resolution of LAN/WAN, workstation, and hardware/software problems within a Windows desktop environment. Provides timely and courteous responses to all reports of problems. Acts as liaison between The Court and vendors in matters concerning warranty and vendor support. Creates and keeps current support administration procedures, custom scripts, batch files and documentation of Windows servers including configurations and dependencies. Studies and evaluates new and existing technology to provide quality, lasting and cost effective hardware, software and network solutions. Conducts in depth research on software/hardware issues.

Minimum Qualifications: 4 years full time experience in local or wide area network work. Graduation from an accredited four-year college or university with major course work in computer science, data processing, management information systems, or a related field is preferred. Education and experience may be substituted for one another.

Preferred Qualifications: Extensive knowledge of Microsoft Operating Systems and Applications, and network services.

Misc.: State benefits after minimum of 90 days; parking provided; near Metro bus/train lines.

Application Procedures: To apply, submit a (1) State Job Application form obtainable at www.twc.state.tx.us/jobs/gvjb/stateapp.doc or www.twc.state.tx.us/jobs/gvjb/stateapp.pdf (instructions available on the websites; and (2) a list of references to M. Karinne McCullough, Clerk of the Court, 1307 San Jacinto, 10th Floor, Houston, Texas, 77002, only by mail or fax, (713) 752-2304. Resumes may accompany the State of Texas Application form.

Interviews: By invitation only.

Position Available: Immediately

The First Court of Appeals is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age, or disability in employment, or provision of services. Pursuant to the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk of the Court.