



Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

Systems Administrator

Recruitment Period: Submit resume by December 10, 2021

Number of Positions: One (1) position

FLSA Status: Exempt

Salary: \$70,000 - \$85,000

Position Location: Fulton County, GA

Job Summary

Under limited supervision, provisions, administers, configures, and troubleshoots servers, networks, and computer systems, with a focus the agency's Amazon Web Services (AWS) presence.

Job Responsibilities and Performance Standards:

Hardware/Software

- Installing and configuring OS, peripherals
- Software/application installation, upgrades and maintenance

Security

- Creation of user accounts and security groups
- Kernel patching, errata patching
- Delegating access to resources
- Ensure data integrity with principles of least privilege
- Utilizing tools such as Tenable, identify security vulnerabilities and resolve
- System hardening
- Build and manage bastion hosts for secure access

Business Continuity

- Backups and restores
- Maintain and verify backups
- Practice security drills and disaster recovery

The Cloud

- Configure multi-tiered cloud management services
- Manage and monitor cloud accounts
- Monitor metrics and resources utilizing tools such as CloudWatch
- Manage the complete AWS life cycle, along with security, provisioning, and automation

Automation/Efficiency

- Automate best practices to ensure consistency, security and efficiency utilizing tools such as CloudFormation
- Reduce resource formation times utilizing CloudFormation for deployment
- Make improvements in resources by utilizing tagging for governance, reporting and budgeting
- Monitor development and billing for efficiency and cost optimization
- Practice security drills
- Utilize automation on metrics to reduce latency, increase usability and provide stability to users

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Development

- Continual learning of industry best practices and security
- Meet regularly with AWS resources to review account configuration, learn new features and apply updates as the AWS offering evolves
- Training/development of relevant employees
- Maintains a consistent, high quality, customer-focused orientation when conducting business and providing services or products to clients, the general public and other external customers.

Troubleshooting

- Analyze and troubleshoot issues that arise with hardware, software or access to resources
- Assist users and team with problems they may encounter, as well as facilitate friendly and educational relationship between IT and other departments

General

- Analyze and troubleshoot issues that arise with hardware, software or access to resources
- Assist users and team with problems they may encounter, as well as facilitate friendly and educational relationship between IT and other departments

Minimum Qualifications:

- Bachelor's degree in a related field and one year of related experience OR
- Associate degree in a related field and three years of related experience OR
- Five years of related experience
- Strong GNU/Linux skills
- Familiar with networking fundamentals
- Proficient with AWS or other similar IaaS solutions

Preferred Qualifications:

- Possess AWS Cloud Practitioner Certification or similar
- Ability to troubleshoot hardware and software problems and develop solutions.
- Ability to provide on-site and/or remote technical support.
- Knowledge of backup and recovery procedures.
- Ability to perform backup and recovery procedures.
- Knowledge of information technology security policies and procedures.
- Ability to improve operational efficiency.
- Ability to maintain documentation and logs.
- Ability to assist in the configuration of computer networks.
- Ability to test new hardware and software.
- Ability to install and maintain network components, computer hardware and applications.
- Knowledge of agency and enterprise-wide information technology systems.
- Ability to determine function needs and system requirements.

To apply:

Send your resume and cover letter, in .pdf format, to resume@georgiacourts.gov. Resumes submitted after 5:00PM (Eastern) on **December 10th, 2021**, or without a cover letter will not be considered.

Subject line **must** include: **Application Developer II, IT Division**

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview.

Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process. Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0366. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.

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