

POSTED DATE: December 27th, 2016

REMOVAL DATE: January 3, 2017

**POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER**

POSITION: Network Systems Coordinator I
Court Administration, Management of Information Technology

(Open to Promotion, Transfers, and New Hires)

SALARY: \$38,389 - \$42,071 (G14)

REQUIREMENTS

1. Bachelor's degree from an accredited college or university.
2. One (1) to two (2) years' experience in the operation of computers and computer peripheral equipment.
3. One (1) year of experience administering and maintain a wide area network including client support. NT environment is preferred.
4. Experience maintaining and administering TCP/IP networks.

OR

An equivalent combination of training and experience which provides the characteristics required to perform the essential functions of this position.

5. City residency required within six (6) months of satisfactory completion of an employment orientation period.
6. Ability to perform the essential functions of a position in this class.

GENERAL DEFINITION:

This is an entry level position, found primarily in the IT department, working with the local area network and its hardware, and providing software support to the end user. An employee in this class may report, through a higher level technician or administrative superior, to the Director of Management Information Systems.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Installs, upgrades and repairs PCs, printers and peripherals.
- Receives and responds to telephone calls from users.
- Reviews user procedures to determine if specific steps were followed.
- Documents and helps standardize procedures.
- Implements backup and recovery procedures.
- Tests and evaluates data communications hardware and software.
- Identifies areas of operation needing upgraded equipment.

- Installs software patches.
- Tests and evaluates hardware and software to determine efficiency, reliability, and compatibility with existing system.
- Monitors system performance.
- Assists in the installation of communications hardware and software.
- Updates documentation files to record new equipment, new sites and changes to computer configurations.
- Trains users on the use of equipment.

MARGINAL FUNCTIONS:

- Performs other duties as required.

ENVIRONMENTAL CONDITIONS:

- General office conditions.
- Contact with employees, judges, and vendors.

KNOWLEDGE, SKILLS, AND ABILITIES NECESSARY TO PERFORM THE ESSENTIAL FUNCTIONS:

- Knowledge of Local Area Network Components.
- Knowledge of Network Operating Systems.
- Ability to coordinate and resolve multiple problems.
- Ability to properly document and record problem resolutions.
- Ability to learn about the administration of local area networks within a reasonable period.
- Experience with supporting multi-protocol networks.
- Experience with AIX and/or UNIX.
- Experience in application development and installation.
- Knowledge of 3172, Microsoft SNA Server.
- Experience with IBM Mainframe Computer Systems in a client Server environment.

PHYSICAL AND MEDICAL STANDARDS:

- Light lifting of computers and printers, cable installation.
- Must be able to perform physical activities associated with installation and maintenance of computer and network systems.
- Ability to perform the essential functions of the position.

The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.