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**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY**

Date: October 8, 2020

Location of Employment: **Office of Judicial Administration**
Kansas Judicial Center
Topeka, KS

Classification and Grade: Systems Administrator I – Enterprise Helpdesk Support Manager
Starting salary \$57,616 annually

Job Duties: This is IT technical management position with an emphasis in work related to supporting end users in a hybrid environment, involving both enterprise and distributed system configurations. The work involves providing oversight to an enterprise level helpdesk to ensure the support and continual technical operations of the District Courts and Kansas Judicial Center.

The day to day responsibility of this position will include planning, testing, deploying, supporting and maintaining of windows operating systems and applications at an enterprise level for the Kansas Judicial Branch. Incumbent will also train clients and other staff as required in Judicial related applications software. Performs other duties as assigned.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the specific duties listed, nor do the examples cover all the duties which may be performed.)

- Overseeing the technical operations of an Enterprise level helpdesk.
- Providing resolutions for technical issues with staff.
- Documenting and training staff and end users in specialized business-related processes related to IT technical support.
- Recommending new services as necessary to the IT Infrastructure Manager.
- Troubleshoot and resolve system problems.
- Providing technical assistance regarding specialized application software.
- Providing continued daily support of existing and new systems and software for the Judicial Center.
- Working with the IT Infrastructure manager in coordinating projects and desired outcomes.
- Recommending standards and procedures concerning security access to Judicial systems.
- Assisting in maintaining and managing the Windows Active Directory and Office 365 tenancy and other enterprise level applications.
- Assisting in server related duties on hyper converged platforms
- Review helpdesk reports to ensure smooth continual technical operations of the District Courts and Kansas Judicial Center.
- Work with Vendors in upgrading and maintaining applications and systems.

EDUCATION AND EXPERIENCE

Required: A Bachelor’s degree or equivalent, with major course work in Computer Science, Information Technology, Management Information Systems, or related field. Experience additional to the required experience specified below may be substituted for education on a year-for-year basis.

Required: A minimum of 2 years’ experience administering and maintaining the following: Microsoft Active Directory, Windows Server 2008R2, Server 2016, Microsoft Exchange 2016, Office 365.

Strongly desired: Microsoft MCSA or greater Certification with an emphasis in Office 365.

Send Applications to: Allyson Christman
301 W 10th, Room 337
Topeka, Kansas 66612-1507
e-mail applications: KJB_HR@kscourts.org

Judicial Branch Application: <https://www.kscourts.org/KSCourts/media/KsCourts/Public/Kansas-Judicial-Branch-Job-Application.pdf>

Application Deadline: Begin reviewing applications on October 9, 2020.

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunities for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch. Please contact Elizabeth Reimer at (785) 296-5309 or at reimere@kscourts.org.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER