

## **Systems Administrator**

JND Legal Administration - Seattle, WA

\$70,000 - \$85,000 a year

### **POSITION SUMMARY/OBJECTIVE:**

The Network and Systems Administrator will be assisting in the maintenance and support of networks and all computers and servers attached. Problem diagnosis and repair of desktop, portable computers, networking, and server equipment will also be required. Additional responsibilities include helpdesk duties and ensuring the end users have access to the system. Some night, weekend, and travel work will be required.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Installs, maintains, modifies, and makes minor repairs to computer/server hardware, software, and backup systems.
- Installs and maintains all networking/networked equipment, including but not limited to:
- Printers, Firewalls, Routers, Wireless Devices, Environmental monitors, etc...
- Loads specified software packages pertinent to business operations.
- Installs or assists service personnel in installation of hardware and peripheral components, such as monitors, keyboards, printers, and disk drives, following design or installation best practices.
- Provides technical assistance and training to system users.
- Ensures all systems are kept up to date with software, firmware, and security patches.
- Recommends and performs remediation actions to correct problems based on knowledge of system operation.
- Answers inquiries concerning systems operation, diagnosis of system hardware, software, and operator problems.
- Assists in Move/Add/Change requests for users in the office, network, and in the phone system.
- Assists in the ordering of all hardware, software, phone system, and cell phone equipment.
- Creation and maintenance of documentation for process, procedure, network infrastructure, project planning, and user education.

### **KNOWLEDGE, SKILLS, & ABILITIES:**

- Ability to use the scientific method when troubleshooting issues.
- Ability to find creative solutions to problems.
- Experience with virtualization technology, prefer VM Ware.
- Extensive experience with Microsoft technologies from Desktop, to Server, and Cloud.
- Extensive working knowledge of computers and peripherals.
- Extensive experience building, maintaining, and operating IP networks in a business environment.
- Extensive experience working with networking equipment and firewalls.
- The ability to evaluate and interpret end user information requirements and to develop appropriate systems and/or applications solutions is needed.
- Develop, implement, install, test, and troubleshoot complex applications, and software systems.
- The ability to record, track, correspond, and document resolution of user problems by means of problem reporting database software.
- Excellent personal skills are required.
- Excellent organizational skills are required.
- Ability to manage vendor relationships.
- Ability to speak in a public environment and with senior executive staff.

### **WORKING CONDITIONS:**

- Normal business hours Monday through Friday, 8:00 am – 5:00 pm
- Some weekends, overtime, and travel are necessary

OTHER POSITION CONSIDERATIONS:

- Other duties as assigned

Job Type: Full-time

Salary: \$70,000.00 to \$85,000.00 /year

Job Location:

- Seattle, WA

Required experience:

- Systems Administration: 2 years