



Wyoming Judicial Branch Position Announcement

Job Title: IT Infrastructure Administrator

Location: Wyoming Supreme Court

Salary Range: \$68,000 – 78,000 annually

Closing Date: Open until Filled.

The Wyoming Supreme Court, located in Cheyenne, Wyoming, seeks to hire an IT Infrastructure Administrator to provide IT support for the circuit and district courts in Wyoming and the Wyoming Supreme Court.

Information about the Court and Community

The Wyoming Supreme Court is the final arbiter of cases that arise under state law. Its decisions are final except for cases that involve a question of federal law, which can be appealed to the United States Supreme Court. The AOC assists the Judicial Branch in fulfilling its constitutional and statutory functions by providing administrative, technical, financial, payroll, auditing and human resources support to over 300 employees. Our goal is to provide services in an accurate, timely, efficient, and equitable manner. Our offices are in Cheyenne, Wyoming which is home to Cheyenne Frontier Days rodeo and abundant opportunities for outdoor recreation. Cheyenne, the capitol of Wyoming, is a growing metropolitan area which thrives on its Western heritage.

Information about the Benefits Package

In addition to an annual salary, employees of the Wyoming Judicial Branch receive a generous benefits package to include the State of Wyoming retirement pension plan and 457 Deferred Comp plan; affordable health insurance package including health, dental, life, vision, STD, LTD, long term care, ambulance coverage, and Employee Assistance Program; paid annual, sick and holiday leave, and much more.

Information about the Position

This position is responsible for operations, acquisition, maintenance, and service of the IT systems including asset management, applications, databases, hardware and software products, servers and storage systems, network, audio, and video system infrastructure for court operations. The position is generally the second tier of support for answering technical questions and resolving technical problems for court personnel. Service is provided on a person-to-person, phone, email, or remote appearance basis. Limited first tier support for Wyoming municipal courts and Wyoming law enforcement agencies is also provided.

Supervisory responsibility:

None however the position may provide training, distribute work, and review the work of others.

Job duties include the following:

- Design and deploy company LANs, WANs, vNETs and vLANs.

- Configures, manages, and supports all aspects of cloud/virtual and physical network infrastructure: firewalls, routers, switches, WAPs.
- Configures, manages, and supports all aspects of cloud/virtual and physical server infrastructure: compute, storage, data protection and disaster recovery.
- Monitor network performance and security and troubleshoot problem areas as needed.
- Maintain architecture processes and technical documentation of the IT infrastructure.
- Remain abreast of developments in the networking industry; propose enhancements to provide additional functionality and address infrastructure and security requirements.
- Participate in managing all network security solutions and perform security audits.
- Provide guidance to other members of the IT Division.
- Other duties as assigned.

This position requires an ability to:

- Conduct research into networking issues and products as required.
- Communicate to all knowledge levels.
- Present ideas in user-friendly language.
- Be highly self-motivated and directed, with keen attention to detail.
- Effectively prioritize tasks in a high-pressure environment.
- Provide analytical assessments and use effective problem-solving techniques.
- Provide superior customer service.
- Work in a team-oriented, collaborative environment.
- Train on policies, procedures, and use/maintenance of equipment.
- Travel to include overnight stays.

This position requires skills in:

- Assessing, evaluating, prioritizing, and handling multiple tasks, projects, and demands.
- Working within deadlines to complete projects and assignments.
- Establishing and maintaining effective work relations with co-workers and others having any interactions with the Branch.
- Explaining IT or technical procedures and processes in a clear, concise, and comprehensive manner.
- Preparing clear and comprehensive written and electronic documents, correspondence, forms, and reports.

This position involves knowledge of or experience in:

- Design and reference architecture for implementation of both Microsoft Azure infrastructure and Meraki networking.
- Current network hardware, protocols, and Internet standards and advanced understanding of routing and switching concepts.
- Meraki (Firewalls, Switching, WAP), Palo Alto, Cisco Switching, or advanced understanding of routing and switching concepts.
- Microsoft Azure IaaS, O365 and other Cloud based technologies.

- Windows 10, Microsoft Server 2012 and up, and Linux systems.
- Active Directory and Group Policy Management.

Physical Demands:

This position requires mobility to work in a typical office setting. The applicant must have the ability to:

- Use standard office equipment.
- Sit at a desk for prolonged periods and work on a computer.
- Stand and/or walk occasionally to frequently.
- Read printed materials and computer screens.
- Communicate in person or over the phone.
- Lift up to 50 pounds at times.
- Travel.

Information about the qualifications and terms

Qualifications:

Education: Bachelor's degree in Computer Science or closely related field plus 2 years of IT work experience,

OR

Work Experience: 5-7 years of IT work experience with increasing levels of responsibility.

Preferred Certification in CCNP, CCNA, MCSE, MCSA.

Terms:

Employment is "at will."

FLSA: Exempt.

The Wyoming Supreme Court is a State of Wyoming employer.

Applications. Interested applicants must submit a cover letter, resume, and completed Branch application for consideration. [Click here](#) to complete the application process on-line. The Branch also accepts email and mail submissions. Please use the [downloadable application](#) and return the completed form along with a cover letter and resume to Wyoming Supreme Court, Attn: Human Resources Manager, 2301 Capitol Avenue, Cheyenne, WY 82002; or via email to breedy@courts.state.wy.us.

Veterans. If you are a United States Armed Forces veteran, or the spouse of a veteran who was married to that veteran at the time of that person's death and receive survivor benefits, to receive veteran's preference under Wyo. Stat. Section 19-14-102, you must complete the Veteran's Preference section of the Wyoming Judicial Branch At-Will Employment Application and attach a Form DD214 to the application.

EEO/ADA. The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.