



COURT OF APPEALS SECOND DISTRICT OF TEXAS

CHIEF JUSTICE
TERRIE LIVINGSTON

TIM CURRY CRIMINAL JUSTICE CENTER
401 W. BELKNAP, SUITE 9000
FORT WORTH, TEXAS 76196-0211

CLERK
DEBRA SPISAK

JUSTICES
LEE ANN DAUPHINOT
ANNE GARDNER
SUE WALKER
BILL MEIER
LEE GABRIEL
BONNIE SUDDERTH

TEL: (817) 884-1900

FAX: (817) 884-1932

www.txcourts.gov/2ndcoa

CHIEF STAFF ATTORNEY
LISA M. WEST

GENERAL COUNSEL
CLARISSA HODGES

JOB VACANCY NOTICE NETWORK SPECIALIST

The Second Court of Appeals in Fort Worth is now accepting applications for a Network Specialist. (Posting #16-001.) Applications will be accepted until February 19, 2016, or until the position is filled.

The state job title is Network Specialist II. The position is full-time, with an annual salary of approximately \$50,000, commensurate with experience and subject to State guidelines. Also provided is a competitive State of Texas benefit package including health insurance, dental insurance, and retirement plans.

General Job Description: The Network Specialist performs technology support and provides front-line communications with court staff. Work involves assisting justices and court staff with their supported hardware and software application issues, including user support and training; tracking support tickets through to completion; updating content on the court's website; assisting in purchasing planning and inventory efforts; licensing; performing procedures for backup, recovery, and archival of files stored on the network; and troubleshooting technology issues.

Essential Job Functions:

- Responds to requests via phone and email from justices and court staff for assistance with supported hardware and software applications. May resolve issues or escalate to the Office of Court Administration (OCA) for resolution. Tracks all issues through to completion.
- Installs and troubleshoots hardware and software issues with Windows desktops and laptops, Windows servers, printers, and network equipment. Also sets up and maintains other office technology such as tablets, smartphones, videoconferencing equipment, copiers, fax machines, scanners, and shredders. Maintains user lists and case management software.
- Establishes and maintains a good working relationship with the justices, court staff, and OCA Information Services staff.
- Updates online content on court's website and troubleshoots internet issues.
- Ensures that court technology policies are properly functioning.
- Keeps justices and court staff apprised of current technology security threats and innovative court technology opportunities.
- Performs other duties as assigned.

General Qualifications: Applicant must possess experience in deploying, troubleshooting, and resolving issues with Windows desktops and laptops, as well as various tablets and smartphones; supporting hardware and software in an environment in which staff have a variety of technical skills; supporting basic Windows server operations, including troubleshooting and backups; and supporting basic networking, including LAN, WAN, and Internet connections.

Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or a related field is generally preferred. Education and experience may be substituted for one another. Also preferred is experience in working with the Microsoft Windows stack including Office365, Exchange, SQL Server, Windows Server 2012; working with Cisco and/or Dell networking gear; and updating web content using a content management system.

Application Procedures: To apply, mail or fax resume and State of Texas application to the following address:

Debra Spisak, Clerk of the Court
Second Court of Appeals
401 W. Belknap St., Suite 9000
Fort Worth, TX 76196
Fax: 817-884-1932

The State of Texas application is available from the Texas Workforce Commission at <http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html>. Interviews will be by invitation only.

The following military occupational specialty (MOS) codes generally correspond to this employment opening: 13D, 13P, 13R, 14G, 14H, 14S, 18E, 25B, 25D, 25N, 25U, 35Q, 35T, 94F, 13, 14, 18, 25, 35, 94, 255A, 255N, 255S, 255Z, 53A, 25, 53, CT, IT, 181X, 182X, 642X, 644X, 742X, 744X, 275, IT, 26, 030, C4111, ISM, 0612, 0627, 0651, 0653, 0659, 0681, 0689, 0699, 2611, 2621, 2847, 5974, 6694, 06, 26, 28, 59, 66, 0605, 0620, 0650, 06, 1B4X1, 3D0X2, 3D0X3, 3D1X1, 3D1X2, 3D1X7, 1B, 3D, 17CO, 17DX, 17SX, 17. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/compensation/militarycrosswalk/mosc_informationtechnology.pdf.

The Court is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Pursuant to the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to the Clerk of the Court.