



**CAROLYN TIMMANN**  
CLERK OF THE CIRCUIT COURT & COMPTROLLER  
MARTIN COUNTY, FLORIDA

CONSTITUTIONAL COURTHOUSE COMPLEX  
100 SE OCEAN BOULEVARD  
STUART, FL 34994  
MARTINCLERK.COM

## System Administrator

Pay Grade: C

Established Date: February 2018

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### HIRING RANGE

\$27.40 - \$29.80 Hourly

\$57,000.00 - \$62,000.00 Annually

### DESCRIPTION:

MARTIN COUNTY CLERK & COMPTROLLER  
CLASS DESCRIPTION

### CLASSIFICATION TITLE: SYSTEM ADMINISTRATOR

### GENERAL DESCRIPTION

Under the general direction of the Director of Information Technology, this position is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure. This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values. This individual is accountable for the following systems: Windows and Linux systems that support Clerk of Court infrastructure; responsibilities on these systems include SA engineering and provisioning, operations and support, maintenance and research and development to ensure continual innovation.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### EXAMPLES OF ESSENTIAL FUNCTIONS

Provide day-to-day operations support and system administration tasks.

Respond to IT support issues which include anything from hardware replacement to troubleshooting complex development issues across many platforms.

Primary administrator of LAN, VPN, and firewall subsystems.

Primary administrator of the Windows infrastructure and network services such as Active Directory, DNS, DHCP, IIS, MS SQL, Print server, File server, and Group Policy.

Assist in maintaining a hyperconverged virtual environment using various virtualization technologies with the continuation of planning, designing, implementation and support. Familiarity with underlying fundamentals of virtualization concepts within a hyperconverged environment.

Assist in developing, implementing, testing and maintaining server level disaster recovery and business continuity plans.

Proactive monitoring of all servers, applications and services using a combination of tools to ensure high availability.

Provide user support for all user-based systems; providing assistance to the other IT staff members.

Assist in the management of enterprise endpoint protection systems.

Evaluate proposed business solutions, conduct research and provide potential solutions.

Gather information for evaluating system performance, about real-time problem notification, diagnosis and solutions.

Re-engineer and expand existing systems along with replacing inadequate systems.

Initiates some new responsibilities and helps to plan for the future.

Evaluate and/or recommend purchases.

Continue documentation of policies and procedures of IT related functions.

Provide emergency on call 24 hours / 7 days a week support (on rotating basis).

Work directly with Clerk staff and our judicial partners to ensure that their daily computer experience is seamless, smooth, and productive.

Work with vendors and product support as required for assistance.

Additional duties as assigned.

## **MINIMUM TRAINING AND EXPERIENCE**

Associates' Degree (AS) or technical institute degree/certificate in Information Systems; or a combination of IT work experience and field related certifications.

Must have a minimum of 3 years of network/system administration experience.

TCP/IP Networks

Experience in Windows system administration and underlying sub-systems and services.

Experience in networking administration.

Experience with VMware 6.0 or above

Must have a strong work ethic and be self-motivated.

Must be able to think "outside-of-the-box" and arrive at solutions to problems.

Must have strong customer service skills and the ability to comfortably work with and assist others.

Strong communication and documentation skills.

Microsoft MCSE and/or MCSA or equivalent certification in relevant programs desired.

Experience with NAS or SAN storage systems.

Ability to write scripts in some administrative language (Perl, PowerShell or VBScript).

Experience with backup systems and procedures.

Intermediate knowledge of Microsoft SQL

Must be a team player.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work but which may involve some lifting carrying pushing and/or pulling of objects and materials of light weight (5-25 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and differentiate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

In compliance with the Americans with Disabilities Act, the Martin County Clerk & Comptroller will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### **Equal Employment Opportunity**

The Martin County Clerk & Comptroller is an Equal Employment Opportunity employer which means we will not discriminate against any perspective or current employee based on race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status or genetic information.