

**The Administrative Office of
The Supreme Court of Appeals of West Virginia
Position Announcement**

TECHNOLOGY SERVICES EMPLOYMENT OPPORTUNITY

Charleston, West Virginia

Position open until filled.

The Administrative Office of the Supreme Court of Appeals of West Virginia (“AO”) announces the following professional opportunity within its Technology Services Division, headquartered in Charleston, West Virginia. The Technology Services Division is responsible for all technology-related matters for the Court System of the State of West Virginia, including the Administrative Offices of the Supreme Court of Appeals. The position is a Network Communications Technician position, who directly reports to the Network/Infrastructure Manager, briefly described as follows.

NETWORK COMMUNICATIONS TECHNICIAN

Salary Range: \$45,000-\$55,000

Position Purpose: This is a technical position responsible for on-site infrastructure installation and support as outlined below.

Minimum Qualifications: The successful candidate must possess a high school diploma and four (4) years of experience in network/infrastructure cabling installation or Associate’s degree in a related technical field with two (2) years of experience. BICSI Certification preferred.

Primary Duties and Responsibilities include:

- Installation/relocation of network racks, infrastructure equipment, telephony, voice over IP and video endpoints, Ethernet cable, A/V wiring, and fiber optic runs in a variety of courtroom and office environments.
- Configures, tests, troubleshoots, documents, and resolves issues with telephony, voice over IP and video endpoints, Ethernet cable, A/V wiring, fiber optic cabling, and associated infrastructure.
- Interprets blueprints and implements installations accordingly.
- Coordinates with service providers, local contacts, and staff for new installations and repair.
- Conducts assessments and provides recommendations for improvements, enhancements, and optimization.
- Develops and maintains standard configurations to ensure consistent and optimum performance.
- Determines and maintains supply levels, tools, and equipment needed to provide service.
- Assists with configuration, technical service, and preparation of new network/equipment deployments.
- Performs other duties as assigned.

Preferred Knowledge, Skills and Abilities:

- Knowledge of low voltage cabling infrastructure (IDF, MDF, patching, cross connect).
- Knowledge of industry-standard hardware; such as racks, punch downs blocks, cable trays, ladder racks and patch panels.
- Ability to read and understand building drawings and schematics.
- Ability to work with contractors and building managers on new construction and renovations.

- Knowledge of configuration and troubleshooting for telephony, voice over IP and video endpoints, and associated infrastructure.
- Experience with IP networking.
- Knowledge of telephony, voice over IP and carrier technology (POTS, SIP, PRI) preferred.
- Ability to utilize electronic network testing, certification, and monitoring equipment.
- Ability to communicate well verbally and in writing.
- Ability to work with teams as well as independently with little oversight.

Working Conditions (Physical/Mental Demands, and Environmental Factors):

- Ability to work nontraditional hours as needed.
- Must have reliable transportation and valid state issued driver's license.
- Ability to travel throughout the state which may result in overnight stays.
- Ability to lift forty (40) lbs., and work in areas that might require crawling/kneeling.

Continuing Education Requirements:

Maintain current knowledge on technology developments and trends in providing technology support in judicial and court administration through participation in a variety of outside programs, state and nationwide.

Maintain and acquire industry related certifications.

Criminal Background Check: All successful candidates must submit to a criminal background check.

COMPENSATION AND BENEFITS INCLUDE:

- Competitive salary based on experience and qualifications,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave.

THE ADMINISTRATIVE OFFICE (AO) OF THE COURTS:

The AO, located in Charleston, West Virginia, provides administrative direction and support to all elements of the state judiciary.

West Virginia Courts. West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at www.courtswv.gov.

Equal Opportunity in Employment. It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an

Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

APPLICATION PROCESS:

To apply for this position, direct the following application materials to Joan.Mullins@courtswv.gov :

- Cover Letter,
- Resume,
- Professional References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and
- Signed, Notarized Release for Criminal/Background Check (available on Court website).

Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.