



Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

Systems Administrator

Recruitment Period: Submit resume by March 31, 2023

Number of Positions: One (1) position **FLSA Status:** Exempt

Salary: \$65,000 - \$85,000 **Position Location:** Fulton County, GA

Job Summary

Under limited supervision, provisions, administers, configures, and troubleshoots servers, networks, and computer systems, with a focus on the agency's Amazon Web Services (AWS) presence.

Job Responsibilities and Performance Standards:

Hardware/Software

- Installing and configuring OS, peripherals
- Software/application installation, upgrades and maintenance

Security

- Creation of user accounts and security groups
- Kernel patching, errata patching
- Delegating access to resources
- Assists with implementing and ensuring principle of least privilege
- Assists with identifying and remediating vulnerabilities
- System hardening

Business Continuity

- Backups and restores
- Monitors, maintains, and verifies backup
- Participates in security and disaster recovery exercises

The Cloud

- Configure multi-tiered cloud management services
- Manage and monitor cloud accounts
- Monitor metrics and resources utilizing tools such as CloudWatch
- Manage the complete AWS life cycle, along with security, provisioning, and automation

Automation/Efficiency

- Automate best practices to ensure consistency, security and efficiency utilizing tools such as CloudFormation
- Reduce resource formation times utilizing CloudFormation for deployment
- Make improvements in resources by utilizing tagging for governance, reporting and budgeting
- Monitor development and billing for efficiency and cost optimization
- Practice security drills
- Utilize automation on metrics to reduce latency, increase usability and provide stability to users

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Development

- Continual learning of industry best practices and security
- Meet regularly with AWS resources to review account configuration, learn new features and apply updates as the AWS offering evolves
- Training/development of relevant employees
- Maintains a consistent, high quality, customer-focused orientation when conducting business and providing services or products to clients, the general public and other external customers

Troubleshooting

- Analyze and troubleshoot issues that arise with hardware, software or access to resources
- Assist users and team with problems they may encounter, as well as facilitate friendly and educational relationship between IT and other departments

Minimum Qualifications:

- Bachelor's degree in a related field **and** one year of related experience **OR**
- Associate degree in a related field **and** three years of related experience **OR**
- Five years of related experience
- Strong GNU/Linux skills
- Familiar with networking fundamentals
- Proficient with AWS or other similar IaaS solutions

Preferred Qualifications:

- Possess AWS Cloud Practitioner Certification or similar
- Ability to troubleshoot hardware and software problems and develop solutions
- Ability to provide on-site and/or remote technical support
- Knowledge of backup and recovery procedures
- Ability to perform backup and recovery procedures
- Knowledge of information technology security policies and procedures
- Ability to improve operational efficiency
- Ability to maintain documentation and logs
- Ability to assist in the configuration of computer networks
- Ability to test new hardware and software
- Ability to install and maintain network components, computer hardware and applications
- Knowledge of agency and enterprise-wide information technology systems
- Ability to determine function needs and system requirements