

# Job Title: IT PROFESSIONAL 2 - SYSTEMS ADMINISTRATION

## IT PROFESSIONAL 2 - SYSTEMS ADMINISTRATION - Requisition ID: 18326

**Recruitment Type:** [Open Competitive](#)

**Posting Close Date:** 4/6/2023

**Geographical Location:** Las Vegas, Boulder City, Indian Springs, Jean, Henderson

**Department:** ATTORNEY GENERAL'S OFFICE

**Division:** ATTORNEY GENERAL'S OFFICE

**Business Unit:** HR-ATTY GENERAL ADMIN ACCOUNT

**Work Type:** PERMANENT

**\*Pay Grade:** GRADE 38

**Salary Range:** \$58,965.12 - \$88,197.12

**Full-Time/Part-Time:** Full Time

**Recruiter:** JON M TERRAZAS

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### **Position Description**

Information Technology (IT) Professionals analyze, develop, implement, maintain, and modify computer operations, systems, networks, databases, applications, and/or information security. Incumbents may perform duties in one or more IT specialization areas depending on the needs of the agency.

Incumbents perform journey level duties and may serve as a lead worker to lower-level IT staff as assigned. This is a supervisory level for the Computer Operations function.

This position will support technical infrastructure for the Attorney General's Office including desktops, laptops, tablets, Apple and Android mobile devices, network printers, multifunction devices, and telecom equipment. The position requires journey-level competency in systems administration in a Microsoft Windows Enterprise environment, along with familiarity with Microsoft Office 365 and Windows 10/11. This position will be actively involved with troubleshooting, managing Active Directory, monitoring our desktop support ticketing application, providing technical support to end users, configuring, and installing operating systems, configuring and supporting antivirus software, supporting backup and restore functions, managing agency servers and services, and security patch configuration and management for various agency systems. The principal assignment will be desktop support but other duties may be assigned as needed. Customer service skills, effective communication and a great attitude are required. Documentation is also a critical part of the job in accordance with defined standards.

Incumbents perform journey level duties and may serve as a lead worker to lower level IT staff as assigned. This is a supervisory level for the Computer Operations function.

To see full Class Specifications visit: [http://hr.nv.gov/Resources/ClassSpecs/Class\\_Specifications-7\\_0//](http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-7_0//)

### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and two years of progressively responsible professional IT experience relevant to the duties of the position which may include computer operations, systems administration, network administration, database administration, and/or applications analysis and development; OR two years of experience as an IT Professional I in Nevada State service; OR four years of relevant technical experience as an IT Technician IV or above in Nevada State service; OR an equivalent combination of education and experience as described above.

### **The Examination**

#### **Application Evaluation Exam**

- The exam will consist of an application and resume evaluation. It is essential that applications/resumes include detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview. The hiring agency may require specific skills related testing as part of the interviewing process.

### **Special Requirements**

- A pre-employment State of Nevada FBI background check will be required of the selected applicant
- Working evenings, weekends, and/or holidays may be required.
- This position requires a valid driver's license or evidence of equivalent mobility at the time of appointment and for continuing employment.
- This position requires the ability to lift up to 50 pounds.

**This recruitment may close at any time based on the number of applications received. Qualified applicants are encouraged to apply as soon as possible.**

**\*The salary range indicated in this announcement is based on the Employee/Employer retirement compensation schedule. An employer-only option is available at a reduced salary range.**

**The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.**