

# NEW MEXICO JUDICIAL BRANCH

## NETWORK SYSTEMS ADMINISTRATOR

(Classified)

**TARGET SALARY:** \$61,479-\$122,957 annually, or \$29.557-\$59.114 hourly depending upon experience (pay range II/KK)

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Exempt / Non-Exempt

**JOB CODE:** 9660JB

**BENEFITS:** Competitive benefits package offered

### **THE NEW MEXICO JUDICIARY**

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

### **GENERAL STATEMENT OF DUTIES**

Acting under general supervision administering database and network servers.

### **EXAMPLES OF JOB DUTIES**

- **The Network Systems Administrator** is responsible to build, configure, monitor, and troubleshoot systems, databases, and network servers.
- Ensures network connectivity and identifies hardware equipment and configuration needs for routers and switches.
- Monitors system security including identifying system vulnerabilities, and incident response, as well as logging and monitoring centralized systems.
- Utilizes change control methods for system software updates.
- Monitors software licenses and administers software firewalls.
- Performs and monitors server backups and restore procedures, and inventory or storage of media used.
- Researches new server technologies, methodologies, software, and hardware.
- Maintains development server environment to facilitate the flow of software and systems projects through development, test and production stages.
- Designs, tests, and plans for modification and/or migration of replacement network systems.
- Implements plans for fully integrated systems, including operating, network and database systems and applications.
- Ensures operating system software is properly installed, tested and configured for maximum operating efficiency and performance.
- Documents processes and procedures for server administration, and monitors and tracks internet usage.
- May develop workstation images and installs software and hardware migration.
- May upgrade and patches hardware and software.
- May assign passwords and appropriate level of security access.
- Other duties as assigned.

## **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of server operating systems and services; network operations and administration best practices; new technology and tools; systems and network security backup and recovery strategies and procedures; computer software, documentation tools; troubleshooting techniques and methodology; end users' needs and level of access; file and database configurations, maintenance and replication; diverse applications, hardware and software installations; web services, developer tools and system automation; capacity planning; business continuity assessment; monitoring tool implementation; virtualization technologies; and storage management technologies.

## **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Management, Computer Science, Information Technology, IT Engineering, or a related field.

**Education Substitution:** Four (4) years of directly related or relevant experience, may substitute for education on a year-for-year basis.

**Experience:** None.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

*\* This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

## **BENEFITS**

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [<http://www.mybenefitsnm.com/>]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid time off, up to eight (8) weeks
- Paid time off and retirement buyback
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation [457\(b\) plan](#)
- Lifetime Defined Benefits Retirement Plan [<http://www.nmpera.org/>]
- Flexible work schedules and alternative work locations\*
- Free health care, Rx, and lab work at the facility ([Stay Well Health Center](#)) in Santa Fe, NM

- Bilingual compensation\*
- Training and career development opportunities
- Higher education [opportunities](#), educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program ([PSLF](#))
- May receive overtime holiday or shift differential pay\*
- May receive physical fitness leave\*
- What are your benefits worth? Click [here](#) to find out

*\*These benefits vary by job classification or need\**

### **START YOUR CAREER**

Experience the difference, work for the Judiciary! Apply [here](#)!

History of Job Description: Dev: 04/22/06, Rev: 05/02/11, 12/16/19, Benefits updated: 02/26/21, Audit: 12/31/22,  
Rev Pay Range: 07/08/23

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The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the

application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at [nmcourts.gov](http://nmcourts.gov).