

**OFFICE OF ATTORNEY REGULATION COUNSEL  
JOB DESCRIPTION**

**Job Title:** Systems Engineer  
**Status:** At-Will Employee  
Exempt  
Full-Time  
This position is not covered by the Colorado Judicial Department  
Personnel Rules  
**Salary:** \$82,540 – \$105,000

**General Statement of Duties**

Systems Engineer conducts duties relating to the Colorado Supreme Court - Office of Attorney Regulation division, administration support for servers running Microsoft Windows and VMWare Hypervisor systems, and various application systems used to support the department's day-to-day operations. The primary responsibilities include the overall administration, installation, configuration, troubleshooting, monitoring and security of all systems. Conduct monthly system updates to all relevant systems to ensure they run optimally and securely.

**Distinguishing Factors**

This position is distinguished from other positions by providing implementation, administration and maintenance of various systems on premise and cloud. This position is within the Information Technology Services division. Employees in this position report to the Directory of Technology.

**Essential Functions of the Position**

Assists in the implementation of hardware and software installations, configurations, and decommissions. Areas of responsibility include physical and virtual servers and related hardware and software, Enterprise backup infrastructure, Enterprise Endpoint and various cloud services.

Assists in operational duties relating to a Microsoft Active Directory domain infrastructure, including administration of users and groups, DNS, PKI certificates, and NTFS security.

Assists in performing monitoring and maintenance of relevant systems and associated hardware/software and provides support and troubleshooting for those systems when required.

Assists in preventing data loss by configuring and maintaining backups and replication for important systems. Assists in preventing configuration loss by creating and maintaining documentation when requested.

Adheres to established change control procedures and assists the development team by promoting changes through the approved application testing and deployment process.

Provides Tier 2 support for relevant systems, including but not limited to: AD user accounts, mailboxes, and NTFS permissions, and network access.

Develops and maintains good working relationships with vendors.

Acts as a resource to internal ITS staff, judicial districts, other state agencies, and/or other organizational units as directed.

Travel throughout the state of Colorado is required at times, not to exceed 10% of the time.

Attends meetings as required.

Performs other duties as related to information computer systems.

### **Supervisor Responsibilities**

No formal supervisory responsibility. Responsibility for one's own work product and work within a unit performing similar functions. Rarely provides lead function, advice, or explains work instructions to other employees or volunteers.

### **Work Environment**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, work in high precarious places and the risk of electrical shock. Frequently handles emergency or crisis situations and may be subject to varying and unpredictable situations and work hours. The employee is subject to frequent interruptions, multiple calls and inquiries, and may occasionally handle absentee replacement on short notice. The noise level in the work environment is usually moderate.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit and reach with hands and arms and perform repetitive motions with wrists, hands, and fingers. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this position include close vision, color vision, depth perception, ability to adjust and focus, and the ability to see clearly at 20 feet or more.

### **Minimum Qualifications**

A bachelor's degree from an accredited college or university in computer science or a related field and one year of experience directly supporting either Windows or Linux/Unix based servers is highly desirable. Current Microsoft MCSA/MCSD/MCSE/VMWare certification is preferred.

OR

Experience may substitute for education on a year for year basis as follows: graduation from high school or equivalent and four years working in computer related areas; one year of the computer experience must be directly supporting either Windows or Linux/Unix based servers. Current Microsoft MCSA/MCSD/MCSE/VMWare certification is preferred.

### **How To Apply**

Send letter of intent, resume and references to the Office of Attorney Regulation Counsel, Attn: Office Manager, 1300 Broadway, Suite 500, Denver, CO 80203. Application materials may also be emailed to Kevin Hanks, Office Manager at [k.hanks@csc.state.co.us](mailto:k.hanks@csc.state.co.us) no later than Friday, April 19, 2024.

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