

**KANSAS JUDICIAL BRANCH  
NOTICE OF EMPLOYMENT OPPORTUNITY  
18th Judicial District, District Court, Sedgwick County, Kansas**

Open   
Promotional   
Transfer

Date Open: Tuesday, December 04, 2018

Position Title and Salary:           **IT Support Technician**  
Grade 37 / Step A  
\$49,708 Annually

Position Number:                       K0070473

Location of Employment:           **District Court Information Technology**

**Job Duties:**

Growth-oriented IT department is seeking an experienced IT Support Technician with ability to provide District Court Information Technology department with Helpdesk (end-user), server and network support. This individual will provide general helpdesk and networking support to clients at all levels within the organization. This candidate will be responsible for implementing and maintaining networked Microsoft Windows 7/Windows 10 clients/Microsoft servers running applications to support the District Court daily operations.

In addition, this ideal candidate will have working knowledge of Microsoft Active Directory structure, and an understanding of basic networking systems and protocols. Candidate will also have intermediate to advanced knowledge of MS Office Suite.

Primary responsibility will be to:

- Provide excellent and friendly end-user IT support for local, on/off site users, as well as remote users.
- Provide a high level of troubleshooting skills for workstations, laptops, printers, servers, video conferencing and other peripherals, such as smartphones and Apple devices.
- Perform workstation imaging/deployments and setup of entire technology environment for new users.
- Administrative tasks include desktop support documentation, inventory and license management, system backup and recovery, application upgrades and routine server maintenance and reboots. (\*Some weekend work may be required).
- Provide training and general helpdesk support to clients at all levels within the organization.
- Assist in maintaining Document Management System (DMS) for court.
- Assisting with ensuring day to day security of network.

**Required Education and Experience:**

Graduation from High School, two years' experience in server and network support, four years' experience in the information technology field. Additional technical education and training are highly recommended.

SUBJECT TO APPROVAL OF THE CHIEF JUSTICE  
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RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.  
THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER.

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**Additional Desired Qualifications:**

Four year degree is desired. General experience with the Imaging process. Experience with various software and hardware, including but not limited to, MS SQL Server, Oracle, IBM FileNet Discovery Suite, Windows 2k3/2k8/2k12 servers, server RAID knowledge, Symantec Backup Exec, Symantec Endpoint Protection, Check Point firewall, C# language, Visual Studios, .net framework. Additional tasks will include supporting networked servers and clients using MS Outlook/Exchange, custom written applications, and the State of Kansas District Court Case Management System (XML Programming). Working with Hyperconverged (HCI) Infrastructure, a plus.

To apply:

**Mail/In Person:**

District Court Administrative Office  
Sedgwick County Courthouse  
525 N. Main, 11<sup>th</sup> Floor  
Wichita, KS 67203

**Fax:**

Attn: District Court Administration  
(316) 941-5361

**E-mail:**

[Admin\\_requests@dc18.org](mailto:Admin_requests@dc18.org)

Telephone inquiries may be directed to: 316-660-5803

**Application can be found at: <http://www.dc18.org/> - select "Employment Opportunities" link**

**Applications will be accepted until: Thursday, January 3, 2019 at 4:00 p.m.**

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