



## Volunteer Opportunity

The District Attorney for El Paso and Teller Counties has a volunteer opportunity for an:

### **IT SYSTEM ADMINISTRATOR**

The System Administrator volunteer will receive, respond to, document, and perform Server installation, configuration, tuning, and operational problems. The System Administrator / person will also provide end-user computer support, to include the installation of systems and software, training personnel in Information Technology, maintaining and upgrading computer hardware and software, and researching, analyzing, and evaluating the technical needs of the organization.

**Support Role:** As a member of the Information Technology team, the System Administrator / person will cross train and fulfill the roles of the other team members on an as needed basis. Other roles include, but are not limited to, Database and Web Development and maintenance, Audio Visual support, and multimedia support.

**Essential Duties and Responsibilities include the following: (other duties may be assigned)**

- Setup and configure systems and peripherals, connections to the local-area networks; install servers; upgrade software and hardware, including peripherals. Migrate data from old accounts or computers to new as needed / requested. Archive data as requested.
- Must have Microsoft Windows Server 2008 or greater Server Administrator experience. Must have Microsoft SQL Server 2008 or greater Administrator experience.
- Must have Virtual Server Administrator experience with Vmware or Scale
- Maintains and upgrades computer hardware and software. Perform the repair of hardware when needed, or coordinate repair under warranty service as required. Investigate, identify and troubleshoot hardware/software-related issues, take appropriate actions and provide expedient problem resolution.
- Maintain inventory and other records, such as usage of backup tapes; surplus of obsolete equipment; order supplies and handle other clerical duties as assigned.
- Monitor and maintain computer and related equipment in the server room.
- Act as a technical resource.
- Process service requests through software and other methods to meet operational technical needs.
- Answer complex questions regarding IT services, available equipment, billing inquiries, and specialized applications.

- Assist in development, training and orientation of new staff members. Provide one-on-one or group user training on an as needed basis for server operations, peripheral operation, software use, computer graphics, Internet navigation, word processing, spreadsheets, and other automation.

**Education and/or Experience:**

Bachelor's degree (B.S.) or equivalent from four-year college or technical school, preferably in Computer Science or Information Technology; 12 months in field previous to employment; server support experience (software and hardware) preferred; or any equivalent combination of education and experience.

**Other Knowledge, Skills and Abilities**

- Expert knowledge of MS Windows in an Active Directory environment
- Expert knowledge of MS Office
- MCP or A+ certification desired
- Knowledge of SQL desired
- Skill in troubleshooting and identifying problems in a timely manner. This person, under the direction of the Computer Systems Manager, will enhance the existing Intranet and develop site content and applications to meet the business needs of the organization. There are a number of areas of application to be developed. The Intranet is hosted on a Microsoft Windows 2000 server. The person who volunteers will gain valuable experience working with various functional groups to support the community mission of the District Attorney's Office.

Primary computer tools used will be Intel based PC with Windows client and Microsoft Visual Studio development suite.

***Benefits of this position include:***

- *Serving your community advancing the technology of the District Attorney's Office.*
- *Valuable real world experience in developing the latest Intranet technology*
- *Working with a great team helping each other grow as the organization grows.*

***Requirements for this position include:***

- *At least one year experience in Web Development preferably with Microsoft tools*
- *Minimum of 10 hours per week volunteer time to assure project completion*
- *Must submit to and pass a criminal history background check*

Join the DAO IT group as they take the District Attorney's Office to the next level in technology.

**For more information on this or other exciting volunteer opportunities or to submit your resume for application please contact:**

**Gwen Stein 719-520-6037 [gwenstein@elpasoco.com](mailto:gwenstein@elpasoco.com) or [www.4thjudicialda.com](http://www.4thjudicialda.com)**

105 E. Vermijo St., Colorado Springs, CO 80903 719-520-6000