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INFORMATION SYSTEMS SPECIALIST II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
INFORMATION TECHNOLOGY
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: SPECIAL QUAILIFICATIONS DESIRED: WINDOWS SERVER 2003/2008 AND EXCHANGE SERVER 2003 AND UP EXPERIENCE, SERVICE DESK/HELPDESK TROUBLESHOOTING BOTH SOFTWARE AND HARDWARE, WINDOWS 7 PRO IN A DOMAIN ENVIRONMENT.
DUTIES: WINDOWS SERVER AND EXCHANGE INSTALLATIONS, UPGRADES, PATCHING, SCRIPTING, BACKUPS/DISASTER RECOVERY, HELPDESK ADVISOR FOR INHOUSE SUPPORT OF APPLICATIONS AND SOME HARDWARE AS NEEDED, BUILDS IMAGES FOR WORKSTATIONS WHEN NEEDED, ABILITY TO TROUBLESHOOT COMPLEX ISSUES, ASSUME FILENET AND IVUE IMAGING SYSTEM ADMINISTRATION, WORKING WITH DBAS AND PROGRAMMERS TO ENSURE SYSTEMS AND MODIFICATIONS ARE TESTED AND APPLIED, WORKS WITH OFFICE OF TECHNOLOGY ON NETWORKING, ANTIVIRUS/ANTIMALWARE AND OTHER INTEROFFICE ISSUES AS NEEDED. REPORTS DIRECTLY TO THE DIRECTOR OF IT.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY.
SUBSTITUTION: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PERSONAL COMPUTER OR SERVER SUPPORT EXPERIENCE MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING. SUCCESSFUL COMPLETION OF TWELVE CREDIT HOURS OR THE EQUIVALENT THEREOF OF INDUSTRY RECOGNIZED AUTHORIZED/CERTIFIED LAN ADMINISTRATION, NETWORK SERVICE/SUPPORT AND/OR NETWORK TECHNOLOGIES TRAINING MAY SUBSTITUTE FOR ONE YEAR OF THE REQUIRED TRAINING.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN INFORMATION PROCESSING FIELD, ONE YEAR OF WHICH IS EXPERIENCE IN LOCAL AREA NETWORK ADMINISTRATION SUPPORT AND/OR NETWORKING OF STANDALONE,

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MAINFRAME, MINICOMPUTER, AND LAN CONNECTED MICROCOMPUTERS AND TWO YEARS OF WHICH IS EXPERIENCE IN INSTALLATION OF HARDWARE AND SOFTWARE, SUPPORT AND/OR TRAINING.
SUBSTITUTION: TWELVE HOURS OF COMPUTER SCIENCE OR DATA PROCESSING MAY SUBSTITUTE FOR ONE YEAR OF INFORMATION PROCESSING EXPERIENCE EXCLUDING PC AND LAN ADMINISTRATION SUPPORT.
FOR FORENSIC IT SPECIALIST POSITIONS
TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH AT LEAST 20 SEMESTER HOURS IN COMPUTER SCIENCE, INFORMATION TECHNOLOGY, INFORMATION SYSTEMS ANALYSIS, INFORMATION MANAGEMENT, MATHEMATICS, COMPUTER ENGINEERING, ELECTRICAL/ELECTRONIC ENGINEERING OR OTHER DIRECTLY RELATED FIELD.
SUBSTITUTION: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY AND TWO YEARS FULL-TIME OR EQUIVALENT PART-TIME PAID LAW ENFORCEMENT INVESTIGATIVE EXPERIENCE INVOLVING THE RECOVERY OF EVIDENCE FROM COMPUTERS OR OTHER STORAGE MEDIA MAY BE SUBSTITUTED FOR THE 20 SEMESTER HOURS IN THE SPECIFIC DISCIPLINES.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN INFORMATION TECHNOLOGY FORENSIC INVESTIGATIONS OR IN COMPUTER SYSTEMS ANALYSIS OF ACCOUNTING/AUDITING SYSTEMS.
SUBSTITUTION: POSSESSION OF ONE OF THE FOLLOWING CERTIFICATIONS MAY SUBSTITUTE FOR THE EXPERIENCE: A+ CERTIFICATION PERSONAL COMPUTER HARDWARE COURSE; NETWORK+ CERTIFICATION; FBI COMPUTER ANALYSIS RESPONSE TEAM (CART) FIELD EXAMINER CERTIFICATION COURSE; OR BASIC COMPUTER FORENSIC TRAINING FROM A RECOGNIZED TRAINING FACILITY.

SALARY: PAY GRADE 018 \$37,140.00 - \$68,712.00
DEADLINE: NOVEMBER 03, 2014
TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS

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INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS150004 ON APPLICATION