

**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, Hyper-V, and various application systems used to support the department's day-to-day operations. Responsible for the comprehensive administration, installation, configuration, troubleshooting, monitoring, and security server infrastructure. Perform monthly updates and patches across all relevant systems to maintain optimal performance, stability, and security.

Distinguishing Factors

This role is distinguished by its focus on the implementation, administration, and maintenance of diverse systems across both on-premises and cloud environments. It is part of the Information Technology Services division, with direct reporting to the Director of Technology.

Essential Functions of the Position

Assists in the implementation, configuration, and decommissioning of hardware and software systems. Responsibilities span physical and virtual servers, enterprise backup infrastructure, endpoint management solutions, and various cloud-based services.

Assists in operational tasks related to Microsoft Active Directory domain infrastructure, including user and group administration, DNS management, PKI certificate handling, and NTFS permissions.

Assists in monitoring and maintaining relevant systems and associated hardware/software, providing support and troubleshooting as needed.

Assists in safeguarding data by configuring and maintaining system backups and replication. Also assists in preserving configuration integrity by creating and updating documentation upon request.

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

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.

Attend 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 no later than Monday, October 20, 2025.

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