

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES**

RECRUITMENT NOTICE

Position: Junior Systems Administrator, Regular Full-time
Office of Information Systems (OIS)
Office of Operations and Support Services (OOSS)

Salary: \$65,000-\$85,000

Application Deadline: Open Until Filled

Team Member Benefits: [Click Here to Learn More](#)

Position Summary:

The Junior Systems Administrator will be primarily responsible for supporting our organization's Active Directory and Exchange Administration. They ensure that the 100+ servers and the organization's custom applications are working properly and provide solutions for issues when necessary.

Principal Duties:

- Provide support for Active Directory and Exchange administration, Microsoft-based environment with 100 + servers, and custom Maryland General Assembly (MGA) and Department of Legislative Services (DLS) applications & system.
- Facilitate ticket creation and resolution tracking software to support customers.
- Communicate resolutions to end-users and document resolution for tracking.
- Interpret and solve problems when a user or an automated monitoring system alerts that a problem exists.
- Make needed upgrades and repairs to ensure that systems and applications are operating correctly.

Qualifications:

- Bachelor's degree in Computer Science or related field; 2-3 years' experience supporting MS Windows environment.
- 1-2 years' experience working with Windows Server Operating Systems.
- 1-2 years' experience administrating Windows Users and Computers in Active Directory.
- 1-2 years' experience administrating Microsoft Exchange mailboxes and public folders.

To Apply:

- **Email Resume and Cover Letter** to jobs@mlis.state.md.us and include code 13-22. The cover letter should state the reasons for interest in the position, any relevant experience, and availability to begin work.

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.