

**Appointments are subject to Office of Management and Budget (OMB) approval.  
Office of Chief Medical Examiner  
CITYWIDE JOB VACANCY NOTICE**

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| <b>Civil Service Title:</b> Certified IT Administrator (WAN)   | <b>Level:</b> I – II   |
| <b>Title Code No:</b> 13642  | <b>Salary:</b> \$69,097 to \$85,000  |
| <b>Office Title:</b> Junior Internetworking Specialist   | <b>Work Location:</b> 421 East 26 <sup>th</sup> Street, New York City<br>Travel Citywide |
| <b>Division/Work Unit:</b> IT Operations & Service   | <b>Number of Positions:</b> 1  |
| <b>Hours/Shift:</b> 35 Hours per week over a seven-day period; may include evenings, weekends & holidays.* |  |

**JOB DESCRIPTION**

Responsibilities will include: Maintaining network infrastructure, interface with other MIS groups to ensure that network changes flow smoothly; design and code router/switch configurations as required; implement new processes/functions on routers and switches as required, including but not limited to QoS, multicasting, NTP, VLAN configurations, ISDN, HSRP, network routing/ switching and Network management software; provide second level of technical support for network problems as reported to the Help Desk and troubleshooting and resolution of network issues. Document steps taken to resolve problems, in problem tickets. Provide technical assistance on the feasibility of new projects; configure Cisco IOS software and maintenance of data circuits including T3, T1 and PRIs.

\*Due to the necessary technical support duties of this position, candidate will be required to work at various agency locations throughout the City of New York and work various shifts such as weekends and/or evening shifts.

**QUALIFICATION REQUIREMENTS**

**Required Certifications: Cisco Certified Network Professional (CCNP)**

In addition, all candidates must have the following:

1. A baccalaureate degree from an accredited college and two years of satisfactory, full-time (not classroom based) experience in wide area network planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management; **or**
2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time (not classroom based) information technology experience of which at least 2 years must have been as described in "1" above; **or**
3. A masters degree in computer science or a related field from an accredited college may substitute for one year of experience. However, all candidates must have at least one year of satisfactory (not classroom based) full-time information technology experience as described in "1" above.

**NOTE:** In addition to meeting the minimum qualification requirements, incumbents may be required to update existing and/or obtain additional professional industry-standard certification(s) for current and future technical environment(s) in which they may be assigned to work as determined by the employing agency.

**PREFERRED SKILLS**

The preferred candidate should possess the following: A minimum of 4 years experience with IP switched/router/based networks; excellent oral and written communication skills; advanced knowledge of IP addressing and subnetting, routing protocols, including EIGRP, RIP, and OSPF; advanced installation/troubleshooting experience of Cisco hardware/OS software, including 38xx, 37xx, 36xx, and 26xx series routers, 65xx, 45xx, 3750 layer2/3 switches, Network management systems including CiscoWorks LMS; Experience in IP network security utilizing Cisco PIX/ ASA is a plus; A Cisco network certification is highly desired; experience in Cisco VoIP and/ or Wireless LAN are a plus

**TO APPLY, PLEASE SUBMIT RESUME TO:**

Recruiter1  
Human Resources  
Office of Chief Medical Examiner  
421 East 26<sup>th</sup> Street  
New York, NY 10016  
Fax: 212-323-1770

**NO PHONE CALLS PLEASE**

**NOTE:** You may e-mail resumes in a WORD formatted document to: [ITResumes@ocme.nyc.gov](mailto:ITResumes@ocme.nyc.gov)

Please reference job posting number JVN #816/10/CME/003 when applying for this position.

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|----------------------------|-----------------------------|---|
| <b>POST DATE:</b> 08/17/09 | <b>POST UNTIL:</b> 08/31/09 | <b>JVN: 816/10/CME/003</b><br>(Agency Code/ Fiscal Year/Number) |
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