



The Supreme Court of Nevada Database and SharePoint Administrator

SALARY	\$68,619.68 - \$87,503.39 Annually	LOCATION	Las Vegas, NV
JOB TYPE	Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	00178	DEPARTMENT	Information Technology
OPENING DATE	09/21/2023	CLOSING DATE	Continuous

Description

The Nevada Supreme Court is seeking a skilled and motivated Database and SharePoint Administrator to join our dynamic IT team. As the highest appellate court in the state, we are committed to maintaining the highest standards of data management and accessibility. The Database and SharePoint Administrator plays a pivotal role in ensuring the integrity, security, and efficiency of our database and SharePoint environments.

The Database and SharePoint Administrator will be responsible for establishing, administering, and optimizing both on-premises and cloud-based database environments, as well as designing, establishing, and maintaining SharePoint instances. This role involves collaborating with IT staff, vendors, and end users to ensure the effective utilization of data stores, adhere to best practices, and enhance system performance.

After an initial training period, there may be an opportunity for a hybrid remote/in-office schedule.

Example of Duties

- Establish database environments in the cloud and on-premises and administer database identity access and protection.
- Design, establish and maintain SharePoint instances. Including migration to updated versions.
- Maintain and monitor database servers and address maintenance issues.
- Optimize, monitor, and report on usage and address sizing issues.
- Work with vendors and IT staff to specify environmental requirements.
- Ensure proper and efficient business use of the organization's data stores, maximizing the productivity of the data's end users.
- Responsibilities include the planning, design, and implementation of application and data maintenance software systems from a database perspective.
- Perform and supervise the administration of all court databases and track and assure the proper use of all licensing.
- Specifically, the individual in this position will lead all SharePoint and database related activity, ensuring best practices in design and engineering, administration, development and performance and tuning.
- Create and implement test plans and work with users to execute and perform testing, especially regarding performance and SharePoint usability.
- Work with developers to track and enhance long-running queries and procedures.
- Participate in the development of all data exchanges.
- Ensure data integrity, supervise, and perform required migrations.
- Analyze and perform advanced administrative tasks to ensure stability of databases.
- Enforce organization standards to ensure quality.

- Manage and perform detailed testing on developed database objects. Establish design and code standards and work with technical staff to ensure code compliance.
- Ensure and maintain the proper documentation and configuration/change management for all activities.

Typical Qualifications

Essential Skills:

- Experience with administration of cloud-based services particularly AWS and Azure;
- Experience with on-premise database resources;
- SharePoint experience;
- Experience with cloud/on-premise identity management;
- Prior DBA experience including data extraction, storage and transformation/quality control; and
- Ability to work nontraditional hours as needed.
- Prior IT supervisory experience is a plus.

Effectively works remotely and collaborates with employees from a remote location, as needed. Must have expertise in virtual meeting platforms, such as Teams. Must have the ability to work remotely via an internet network connection provided by the employee. This connection speed must be sufficient to perform all duties. A minimum of 50-100 mb download speeds are required. Higher connection speed may be required if sharing this connection with other members in an employee's household.

Supplemental Information

Las Vegas is an exciting and dynamic area with constant entertainment such as museums, fine dining, shopping, and a vibrant night life. In addition to the lights of the strip, Las Vegas has plenty of activities for outdoor lovers including hiking, skiing, boating, and off-roading. Nevada's beautiful landscape, exciting adventures, and thriving economy are just a few of the reasons to join the Silver State workforce!

Benefits include:

- **Health Insurance:** medical, dental, life and disability insurance programs for employees and dependents/family are offered.
- **Vacation:** Accrual of three weeks of annual leave each year.
- **Sick Leave:** Accrual of three weeks of sick leave each year.
- **Holidays:** 12 paid holidays per year.
- **Retirement:** Participation in the Nevada Public Employee Retirement System (PERS).
- **Deferred Compensation:** The State has a voluntary deferred compensation program.
- **No Nevada state income tax.**
- **Flexibility:** a work-life balance beyond compare!

Agency

The Supreme Court of Nevada

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