



TENTH JUDICIAL CIRCUIT
HARDEE, HIGHLANDS, AND POLK COUNTIES
JOB ANNOUNCEMENT

OFFICIAL JOB TITLE: Cloud Systems Administrator (Azure)
SALARY: \$73,000.00/annually
WORK SCHEDULE: Monday through Friday additional hours as required for court operations and system maintenance windows
CLOSING DATE: Open until filled
JOB LOCATION: Polk County Courthouse (primary), with remote administration of Azure resources and occasional travel to other circuit locations such as needed

GENERAL DESCRIPTION:

The Cloud Systems Administrator (Azure) is responsible for the administration, security, availability, performance, and lifecycle management of the court's Microsoft Azure-hosted infrastructure and services. This position focuses on Azure virtual machines, storage, Azure Active Directory (Entra ID), networking, and related platform services that support the applications and tools used by the Tenth Judicial Circuit. The Cloud Systems Administrator (Azure) works closely with User Support, Network, Security, and Application teams to design, implement, and maintain a reliable, secure, and cost-effective Azure environment that supports court operations.

The person in this position will be evaluated during the initial six-month employment period to measure skills and abilities in relation to stated performance expectations.

EXAMPLES OF WORK PERFORMED:

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Administers Microsoft Azure infrastructure services, including Azure Virtual Machines, Azure Storage, Azure Virtual Networks, Azure App Services, and related platform services.
- Configures, monitors, and maintains Azure-hosted servers and services that support court applications, databases, and web services.
- Implements and manages identity and access controls for Azure resources using Azure Active Directory (Entra ID), role-based access control (RBAC), conditional access, and multi-factor authentication.

- Designs and maintains backup, recovery, and high-availability strategies for Azure workloads using services such as Azure Backup, Azure Site Recovery, availability sets, and availability zones.
- Monitors performance, availability, and security events for Azure resources using tools such as Azure Monitor, Log Analytics, and Azure Alerts; analyzes trends and implements tuning and optimization measures.
- Works with security staff to implement and maintain Azure security controls, including Azure Firewall, network security groups, encryption at rest and in transit, Defender for Cloud, and centralized logging.
- Assists in planning and executing migrations of on-premises systems and applications to Azure, including assessment, architecture design, testing, and cutover activities.
- Develops and maintains infrastructure-as-code, scripts, or templates (e.g., Azure PowerShell, Azure CLI, ARM templates, Bicep) to automate deployment and configuration of Azure resources.
- Manages Azure resource inventory, tagging, and cost optimization, including rightsizing, reserved instances, scaling policies, and lifecycle management.
- Maintains accurate and up-to-date documentation for the Azure environment, including architecture diagrams, configuration standards, procedures, and runbooks.
- Collaborate with application owners, vendors, and other technical staff to ensure Azure solutions meet performance, availability, and security requirements.
- Participates in business continuity and disaster recovery planning and testing involving Azure-hosted systems and data.
- Provides escalation support for complex incidents and problems affecting Azure-hosted services, including after-hours response for critical issues.
- Participates in technology projects involving new Azure services, integrations with Microsoft 365, remote access solutions, and modernization of legacy systems.
- Performs any other related duties and tasks as applicable and necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Microsoft Azure architectures, services, and pricing models (IaaS and PaaS).
- Administration of Azure resources, including Azure Virtual Machines, Azure Storage, Azure Virtual Networks, Azure App Services, and related services.
- Azure identity and access management using Azure Active Directory (Entra ID), RBAC, conditional access, and multi-factor authentication.
- Azure networking, includes virtual networks, VPN gateways, ExpressRoute (if applicable), load balancers, DNS, and routing.
- Azure security practices and tools, including Defender for Cloud, Azure Policy, Azure Firewall, network security groups, and encryption options.
- Backup, disaster recovery, and high-availability concepts and tools within Azure (Azure Backup, Azure Site Recovery, availability sets/zones).

- Scripting and automation with Azure PowerShell, Azure CLI, and infrastructure-as-code tools such as ARM templates or Bicep.
- Common enterprise and court-related applications, including Microsoft 365 and their integration with Azure services.

Abilities:

- Analyze, design, and troubleshoot complex Azure infrastructure and system issues.
- Plan, organize, and coordinate multiple tasks and projects with attention to security, reliability, performance, and cost control.
- Develop, document, and follow standard operating procedures, configuration standards, and change control processes for Azure environments.
- Communicate effectively, verbally and in writing, with technical and non-technical staff, including judges and court personnel.
- Work collaboratively with User Support, Network, Security, and Application teams, as well as vendors and external agencies.
- Maintain a high level of attention to detail, particularly concerning security, compliance, and system availability.
- Work flexible hours and respond to Azure-related issues that impact critical court operations.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

The person chosen to fill this position must possess the following qualifications:

- High school diploma or equivalency diploma issued by a state department of education or by the United States Armed Forces Institute, or a qualifying score on an approved education attainment comparison test.
- Associate's degree in Computer Science, Information Technology, Information Systems, or a closely related field.
- Three (3) years of experience in systems administration, cloud administration, or closely related infrastructure roles, including at least one (1) year working directly with Microsoft Azure; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

In lieu of some or all of the above experience, one or more of the following may be substituted, consistent with agency policy:

1. Completion of a 720-classroom-hour program of study from a vocational/technical school or accredited college in systems administration, cloud technologies, or information technology (excluding data entry).
2. Completion of 30 semester or 45 quarter hours of college coursework from an accredited institution which includes courses in computer science, information systems, or cloud/infrastructure administration.

3. Completion of and certification in a nationally recognized vendor-supplied program of study of four (4) or more weeks, or in excess of 160 classroom hours, and certification in a relevant Azure or systems administration program.

PREFERRED QUALIFICATIONS:

Preference will be given to candidates who possess the following additional qualifications and experience:

- Hands-on experience administering Microsoft Azure in a production environment.
- Experience with hybrid environments integrating on-premises Active Directory and infrastructure with Azure services.
- Experience with scripting and automation using Azure PowerShell, Azure CLI, and infrastructure-as-code tools such as ARM templates or Bicep.
- Industry certifications such as Microsoft Certified: Azure Administrator Associate, Azure Solutions Architect Associate/Expert, or similar Azure-focused credentials.
- Prior experience providing systems or cloud administration support in a court, government, or similarly mission-critical environment.

APPLICATION INFORMATION:

We are an equal opportunity employer and do not discriminate based on race, religion, color, sex, age, national origin, or disability.

Interested applicants must complete a State of Florida job application form and submit it no later than the closing date indicated above to:

Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: 863-534-4035
Fax: 863-534-4699
Email: ssullivan@jud10.flcourts.org

If you need accommodation in order to participate in the application/selection process, please notify the Administrative Office of the Courts in advance by calling 863-534-4686.