



JOB DESCRIPTION

NETWORK ENGINEER

FLSA: Non-Exempt
Department: Information Technology (IT)
Reports To: IT Manager and Executive Director
Approved on: August 21, 2020

Newmeyer Dillion, a regional firm consistently named among OCBJ's Best Places to Work, is a multi-service law firm that provides both litigation and transactional representation. The Firm has gained national recognition for its construction and insurance work, the firm provides representation in a comprehensive range of practice areas including: business and real estate litigation, real estate and corporate transactions, labor and employment, land use and eminent domain, environmental, entertainment and cyber security. This position will be based out of the firm's Newport Beach office.

Essential Duties and Responsibilities include, but are not limited to:

1. Establishes and maintains network performance.
2. Builds net configurations and connections.
3. Troubleshoots network problems.
4. Supports IP-based phone system.
5. IP address auditing.
6. Establishes networking environment by designing system configuration and directing system installation.
7. Defines, documents and enforces system standards.
8. Maximizes performance by troubleshooting network problems, outages and scheduling upgrades.
9. Configures routers and firewalls.
10. Updates data servers and network equipment.
11. Secures network system by establishing and enforcing policies and defining and monitoring access.
12. Assists with other IT support roles as needed, including virtualization, server maintenance, Tier 3 user support, etc.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice at the discretion of the Director of IT or other members of the firm's Management Team.



NETWORK ENGINEER

Education/Experience Requirements

- Undergraduate degree in information systems or related field preferred.
- Microsoft, Citrix, Cisco and VMware Certifications preferred.
- At least 4 or more years of progressively responsible experience in network administration.
- Knowledge of legal industry and related applications a plus.

Knowledge, Skills and Abilities

- Excellent analytical and organizational skills.
- Working knowledge and experience with Windows 2008/2012/2016/2019 server platform; Windows 10, Active Directory, GPO's, DHCP, DNS, Cisco ASA Firewalls, Cisco Switches & Routers, Meraki WLAN & AP's, Cisco Unified Communication knowledge a plus.
- Customer service-oriented, self-motivated, eager to learn, proactive, high degree of initiative and dependability, impervious to interruptions, adaptive to high-pressure situations, works well with minimal or no supervision, identifies problems and provides solutions and takes action before issues arise and takes responsibility.
- Interpersonal skills necessary in order to communicate and maintain effective and honest dealings with partners, attorneys, staff and colleagues in person, by e-mail and telephone to provide information with ordinary courtesy and tact.
- Ability to work well individually or in a team environment. Demonstrates teamwork by being receptive to input from others, is willing and able to compromise as needed, assists others as requested and able.
- Practical knowledge of SMTP routing, Active Directory/LDAP, DNS and secured messaging transports.
- Ability to transport, install, and maintain equipment including personal computers, servers, networking equipment, etc.
- Work may require a high level of mental effort when performing a high volume of problem-solving tasks and performing other essential duties.

- Ability to effectively manage multiple, concurrent projects and tasks.
- Exhibits dependability by being present and prepared for work as scheduled, appropriately uses time off policies, schedules lunch and rest breaks according to department needs.
- Demonstrates initiative by contributing new ideas self-motivation, and maintaining a working knowledge of relevant areas.
- Demonstrates organizational skills and effective use of time (ability to plan daily work, set priorities and manage time to ensure work is timely and efficiently completed).
- Demonstrates flexibility by being willing to adjust to changes in job requirements and scheduling
- Maintains one IT certification and obtains one current certification annually, related to the role's responsibilities and job role (w/ IT Mgr approval).

Physical Environment and Working

Conditions

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Normal office environment with little exposure to excessive noise, dust and temperature extremes.
- This position routinely uses standard office equipment such as computers, phones, multi-function devices (copy, fax and scanning machines), and filing cabinets.
- Work is performed indoors with some potential for exposure to safety and health-related hazards, due to electronics work.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Some light lifting of 10-30 pounds and occasional heavier lifting may be required on a regular basis.
- Work may require more than 40 hours per week to complete the essential duties and primary responsibilities of the position.
- Position will require some travel between the Firm's offices.