



# YUMA COUNTY

## RECRUITMENT ANNOUNCEMENT

**Position:** Law Enforcement IT Systems Administrator  
**Department:** Sheriff's Office  
**Classification:** Non-Exempt, Eligible for overtime compensation  
**Salary:** \$31.42 - \$39.28 / hr. D.O.Q.  
**Grade:** 16  
**Close Date:** Friday, October 2, 2026

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

**NATURE OF WORK:** Under general supervision, performs technical work of considerable difficulty in managing, maintaining, and optimizing technological systems within the Yuma County Sheriff's Office. Responsible for administering systems, to include mission-critical public safety applications, defining technical requirements, databases, and security needs. This position has office specific responsibility.

**EXPERIENCE & EDUCATION:** Bachelor's Degree in Computer Science, Information Technology, or related field; Microsoft (MCITP/MCSE/MCSA), CompTIA (Network+ and Security+), VMware, Linux OS, Amazon Web Services (AWS), and ITIL Foundation certifications or equivalent. Experience in database troubleshooting and/or public safety software applications.

**SPECIAL REQUIREMENTS:** May be required to successfully complete a background check, polygraph, and drug test prior to appointment. Must obtain ACJIS and NCIC Terminal Operator Certifications (Level A) within six (6) months of appointment and maintain certification. Must possess and maintain a valid driver's license.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.

**\*\*NOTE\*\***

Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made (928) 373-1013 OR TDD (928) 373-1013.

**Apply:**

**Yuma County Human Resources - 198 S. Main St., Yuma, AZ 85364**

**Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090**

**Website: [www.yumacountyaz.gov](http://www.yumacountyaz.gov)**

**See Reverse Side For More Information**

## Law Enforcement IT Systems Administrator

**EXAMPLES OF WORK:** *(Illustrative Only)*: Provides technical support, designs, installs, configures, maintains, and performs system integration; executes key projects to advance technological capabilities in all workforce and public-facing delivery channels; installs, operates, maintains, and administers Windows Server 2016/2019/2022 operating systems and associated roles and features; administers and supports Microsoft Active Directory, Azure, M365 Ecosystem, Public Safety Applications, Virtualized Infrastructure, Systems & Data Backup Solutions; manages Group Policy, DNS, and DHCP; implements and monitors systems environment, access, security, functionality, and utilization; resolves traffic, security, and access issues; assures optimum system performance, integrity, and maximum uptime; initiates proactive steps to improve service delivery performance when necessary; performs expedited root cause analysis and escalates the issue to the appropriate teams when necessary; researches and analyzes system-related problems in functional areas by evaluating workflows, interviewing employees, or investigating work practices; troubleshoots and resolves complex hardware, software, and network issues across virtualized and physical environments; designs, installs, configures, and deploys servers within the development, staging, production, and disaster recovery infrastructures; defines and documents best practices and support procedures; participates in system hardware migration and upgrade projects; conducts system needs assessment and requirements definition; performs feasibility studies and cost-benefit analysis; prepares and produces project proposals and reviews vendor contracts; develops technical manuals and documentation, tracks and documents all work in a service desk system; tests and deploys system security patches and service packs; ensures adherence to IT security policies, particularly around data backups, patching, and network security; conducts regular system audits to identify and mitigate security vulnerabilities; performs security benchmarks and provides recommendations; communicates project expectations and status to all team members and stakeholders, including business representatives, partners, clients, and implementation team members; participates and occasionally leads regularly scheduled team meetings to identify installation issues and lead team members with problem resolutions; provides regular reports pertaining to system health, backup status, and resolving incidents or issues; performs regular backup tests and data recovery simulations and ensure readiness for unexpected outages; domains name registry/purchase and SSL certificate purchase/maintenance; troubleshoots low to mid-tier types of databases; maintains information and data confidentially; serves in an on-call capacity in case of system(s) failure and/or other critical technical issues; regular and reliable attendance is required; performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** County policies and procedures; Sheriff's Office policies and procedures; system analysis and design principles and techniques, functional area needs assessment, and requirements definition; techniques, procedures, and tools for maintaining and troubleshooting systems, underlying hardware, and software programs; database troubleshooting and data warehouse management principals; computer programming languages and techniques; functional areas supported and the specific information requirements and needs; principles and techniques of data processing and applications systems administration; data storage and sharing concepts; principles and practices of IT Security and IT Compliance Standards; maintenance and capacity management principles of network operating domains; technology project planning and management principles; perimeter firewalls, intrusion prevention/detection systems, standards, security requirements and access controls.

**Skills in:** managing database and file systems; researching, analyzing, and determining computer problems, user needs, solutions, and system capabilities; evaluating computer equipment, hardware and software systems, and peripheral devices; comprehending complex technical information;

## Law Enforcement IT Systems Administrator

**Skills in (cont.):** conducting feasibility and cost benefit analysis studies; developing comprehensive technical manuals and documentation; defining and maintaining system access controls and system security procedures; analyzing computer programs; understanding standard network protocols, such as DNS, DHCP, FTP, SMTP, and SSL; interviewing customers, deciphering business needs, and translating them into application and operational requirements; interpersonal skills with emphasis on customer and vendor relationships for providing excellent customer service; managing multiple tasks and projects simultaneously, ensuring timely completion and prioritization.

**Ability to:** effectively and efficiently administer and manage technological systems; develop and implement operational/administrative procedures and analyze their effectiveness and efficiency; work independently with minimal supervision; plan, prioritize, manage, and respond to multiple assignments; maintain security of confidential information; meet critical time deadlines; serve on-call in case of system failure/outage; follow written and verbal instructions; communicate clearly and concisely both verbally and in writing, and explain information in a clear and understandable manner to non-technical persons; establish and maintain effective working relationships with supervisors, employees, contractors, vendors, and other County agencies; perform the essential functions of the job specifications with or without a reasonable accommodation.

### **Work Environment/Physical Demands:**

- Work is mainly performed in a general office environment and occasionally in a secure detention/patrol facility.
- May have indirect inmate contact.
- May work non-standard hours and/or on call-status, as necessary.
- Occasional lifting, carrying, pushing, and/or pulling up to 50 pounds.
- Some stooping, kneeling, bending, crouching, and/or crawling.
- Visual and muscular dexterity to operate: computers, devices/tools, office equipment and telephones.
- Operate a motor vehicle and travel to/from various locations.

EOE/AA/ADA/M/F/V/D  
DRUG FREE WORKPLACE

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