



Position: Network Analyst
Status: Full-time \ On-site
Salary Range: \$47,000.00 to \$52,000.00

Department: NORIS
Supervisor: Network Manager

Job Posting
03/13/2025

Agency

The Criminal Justice Coordinating Council or CJCC is a government funded agency established as an entity under ORC 167.01-08 and 181.54 (subsequently amended to 5502.64) to provide planning, analysis, training, information management and technical assistance in Toledo, OH, Lucas County. The Northwest Ohio Regional Information System or NORIS is a division within the CJCC that provides information management and technology to said entities.

Position Description

NORIS is searching for a network analyst responsible for all network-related hardware and software, and provides direction in the planning and troubleshooting of network facilities; monitoring computer systems, providing helpdesk support, and assisting with other tasks as needed to keep the criminal justice agencies in Northwest Ohio operational to complete their job responsibilities 24x7. The goal of NORIS is to ensure that our criminal justice network is efficient for our contract agencies' staff, allowing them to focus on their essential criminal justice tasks. Full-time staff will occasionally be required to work hours beyond the regular 8:00 A.M. to 4:30 P.M.; 40-hour week, in addition to a rotating on-call schedule that will require work outside normal core business hours.

Analyst – Entry Level Responsibilities and Expectations

- Install, maintain, and troubleshoot all LAN, PC, and data communications equipment.
- Assist in the evaluation and review of LAN, PC, and data communications equipment.
- Receive, inventory and store LAN, PC, and data communications parts and equipment.
- Network updates:
 - Windows Server Updates
 - Antivirus Upgrades and Maintenance
 - On site PC Installations and Maintenance
 - Active Directory and Other User Service Accounts
 - Configure and Maintain Monitoring Software
- Experience with VMWare vSphere is a plus.
- Provide help desk support and properly escalate issues that cannot be resolved during the initial call.
- Operating and monitoring the Operations area computer systems and peripherals.
- Utilize help desk software to record problems and resolutions and other occurrences.
- Perform other duties as required.



Qualifications and Skills

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- Associates Degree or higher in networking and/or systems administration or equivalent combination of education and experience.
- Ability to troubleshoot PC and Local Area Network (LAN) hardware, with solid background knowledge of networking concepts.
- Familiarity with the Microsoft terminal server environment; VMWare vSphere; working knowledge of PCs, printers, and networks.
- Ability to communicate effectively with staff and end-users.
- Ability to lift and move objects weighing a minimum of 50 pounds.
- Ability to follow instructions and work in a team environment.
- Must have a valid driver's license and may require use of a personal vehicle to perform duties related to the position.
- Passage of a local, state and national criminal background is required.

Benefits

- Medical, vision, dental, life.
- Retirement: Ohio Public Employees Retirement System.
- 14 paid holidays.
- Paid vacation, sick leave, and personal time.