



The Opportunity: Systems Engineer

This is a rare opportunity to join our excellent team with low turnover, at a mid-size San Francisco law firm renowned for our firm culture and focus on work/life balance. The IT department is moving the firm into the future and actively wrapping up multiple large cloud migrations. We are continually looking to leverage the latest and best technological solutions. We are moving to a new office early next year. As part of that move, we are actively building out new conference rooms using the latest conferencing technology and will be one of the first firms to implement a full hoteling model to support our hybrid work environment.

The Systems Engineer will help architect, administer and troubleshoot all IT systems along with the Senior Systems Administrator. The Systems Engineer will be expected to provide input on critical business decisions going forward. The Systems Engineer primary role is to administer Microsoft Active Directory and Windows environment across the enterprise. This includes traditional on-premises support for Active Directory (user and group management, Group Policy, DNS), Azure cloud infrastructure maintenance and build-out (networking, virtual machine management, backups, blob and file storage, Azure Active Directory and SSO/SAML), and Windows 10/11/Server administration and troubleshooting. The Systems Engineer is expected to keep the firm technologically competitive, by making improvements to current systems or implementing new solutions with a focus on automation and improving business workflows, and reducing business downtime and costs where possible. The Systems Engineer will be expected to regularly take help desk tickets and also provide escalation support to other team members as needed.

We are looking for someone who is well experienced with Microsoft's various enterprise solutions, but most critically we want someone who enjoys working with others, is excited about using and implementing the latest technology, and who can keep up with the ever-evolving technology landscape. This is an opportunity to grow and expand your role, while working at a place that recognizes the benefit of investing in both technology and their workers.

This position is a hybrid position based in San Francisco, CA. Two to three days on-site each week are required.

The Day-to-Day:

- Administers Microsoft Active Directory and Azure Active Directory.
- Deploys and manages business critical resources in Azure cloud infrastructure.
- Administers Windows server.
- Administers Windows 10/11 systems.
- Builds policies and scripts to support company-owned devices
- Participates in general IT operations and user support
- Manages physical and virtual server environment, including configuration, maintenance, upgrades, troubleshooting, and decommissioning of old hardware.
- Assists in managing on-premises VMware environment, including host and VM administration and monitoring.
- Assists in managing backup solutions.
- Monitors alerts during and outside of business hours, and responds as needed.
- Manages and refines documentation, including auditing existing documentation, documenting missing systems/procedures/policies, improving documentation flow using existing and new systems.
- Provides help desk escalation support, including advanced troubleshooting, finding and deploying solutions to difficult or recurring hardware and software problems. Provides backup and overflow support for help desk as needed.

Requirements:**Experience:**

At least five years' experience in supporting technology; prior law firm experience preferred.

Education:

High school diploma or GED required; some college or business school desirable.

Knowledge, Skills and Abilities:

- Microsoft Endpoint Management (formerly Intune)
- Microsoft 365 Defender administration
- Office 365 administration
- Exchange Online administration

- Expert level of familiarity with Windows OS
- Azure:
 - Resource and virtual machine administration
 - SSO/SAML
 - Conditional Access Policies
 - Experience migrating assets on premises to Azure
 - Ability to become familiar with Azure Backup/SRM and Veeam. (Experience not required, can be learned on the job.)
- Mobile Endpoint Management (Intune)
- Attack surface reduction rules
- Microsoft 365 Defender Security Platform (ATP)
- Ability to read and write PowerShell
- Exchange Online administration a plus
- Ability to become familiar with VMware (experience not required, can be learned on the job.)
- Network administration a plus:
 - Client VPN
 - Site-to-site VPN
 - Familiarity with Meraki Networking equipment or enterprise networking equipment
- Site firewall management
- Experience with Disaster Recovery architecture
- Excellent communication skills, both written and verbal, employing correct grammar, spelling and punctuation
- Ability to work effectively within a team environment and to work proactively
- Strong time management skills and the ability to work under pressure in a fast-paced environment; ability to coordinate multiple tasks concurrently and meet deadlines.
- Strong organizational skills, interpersonal skills, and attention to detail.

Please apply by sending your resume and cover letter to careers@fbm.com.

What We Provide:

Farella supports all the members of our Farella family in achieving both personal satisfaction and professional accomplishment. Farella provides competitive salary and excellent benefits including comprehensive, medical,



dental, vision, generous PTO, educational reimbursement and charitable contribution matching.

At Farella, we recognize that the contributions, individuality and diversity of all our professionals are key to the firm's success and meeting the needs of our clients. And like our clients, we value attributes such as enthusiasm, character, and high ethical standards. In fact, these are core qualities in all the individuals who come to work with us—and in all those with whom you will work! The longevity of those in all positions at the firm speaks to the warm, collegial, professional and rewarding environment at the firm. Farella has for many years been named one of the Best Places to Work in the Bay Area by the *San Francisco Business Times / Silicon Valley Business Journal*, and placed #1 in our size category for the second year in a row in 2022. We ranked the #4 Best Midsize Law Firm to Work For in the United States by Vault.

Who We Are:

Farella Braun + Martel is a leading Northern California law firm representing corporate and private clients in sophisticated business transactions and complex commercial, civil and criminal litigation. Clients seek our imaginative legal solutions and the dynamism and intellectual creativity of our lawyers. We are headquartered in San Francisco and maintain an office in the Napa Valley that is focused on the wine industry.

Farella's commitment to supporting the industries of Northern California and our entrepreneurial responsiveness to the regional demands, have driven our growth and evolution. Nimbleness and opportunistic management have propelled our success through 60 years. From trial prowess in high-stakes litigation to utility-scale renewable energy project development and complex transactional expertise, Farella's clients rely on and appreciate our fierce focus on client service and high-quality work. Farella has successfully fused the quality, experience and resources of large firms with the relationship, flexibility and personal attention associated with a mid-sized firm.

Commitment to Diversity, Equality + Inclusion

We strive to ensure that everyone working at Farella feels like they belong. To that end, our recruiting, retention and practice development programs welcome, support and promote the interests of women, families and people of



all ethnicities and sexual orientations. At Farella, we are committed to diversity, both as an ethical ideal and as a business imperative.

Recognition

Farella has received industry and peer recognition equal to any firm in the country. Our attorneys include fellows of the American College of Trial Lawyers, American College of Appellate Lawyers, American College of Environmental Lawyers, American College of Coverage Counsel, College of Labor & Employment Lawyers, and American College of Investment Counsel. Farella has been named among *Law360's* California Powerhouses, featured on the *National Law Journal's* Midsize Hot List.

Green Business

In 2006, Farella was the first major law firm in San Francisco to obtain certification as a green business by the San Francisco Green Business Program, recognizing the firm for meeting the program's stringent environmental standards. We received our fourth Green Business certification in 2020.

Farella is committed to equal employment opportunity and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, change of sex or transgender status, genetic information or any other basis protected by federal, state or local law.

Farella is an Equal Opportunity Employer