

How to Apply:

Submit a completed State of Florida Application no later than 5:00 p.m.,
Friday, June 2, 2023 to:

WatkinsP@leoncountyfl.gov

Or mail a hardcopy to (must be received by June 2, at 5:00 p.m.)

Office of Court Administration
Attn: Paula Watkins
Leon County Courthouse
301 South Monroe Street, Room 225
Tallahassee, FL 32301
(850) 606-4422

Application can be found at Leon County Website

<https://2ndcircuit.leoncountyfl.gov/Careers/StateOfFloridaApplication.pdf>

Questions about the position, please contact Court Administration at
(850)606--4467

IT Technical Support Specialist II

(Paperless Court)

Salary \$50,745.00

Position Open until Friday, June 2, 2023

GENERAL DESCRIPTION OF DUTIES

This is responsible professional and administrative work conducting, coordinating, researching, analyzing, and reporting on special projects and specified intergovernmental relations projects. Work also includes assisting in the coordination and development, implementation and reporting of the Court programs. Work also involves providing staff support to the Court.

NOTE: 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. The Job Description Questionnaire (JDQ) reflects a more detailed description of the position. Neither the job description nor the JDQ constitutes an employment agreement. Both are subject to change as the needs of the Court and requirements of the job change.

ESSENTIAL DUTIES

Independently conducts research and analysis on projects. Confers with all levels of County and State government and various external stakeholders to identify issues. Collects relevant data and other research materials. Analyzes information and reports findings. Presents alternatives and makes recommendations. Performs related work and special assignments as required.

Conducts trainings, workshops, user group meetings, and staff meetings on issues identified by the Court. Schedules meetings and notifies participants. Provides necessary follow-up. Attends other meetings and performs other tasks as directed by the Trial Court Technology Officer.

Provides key professional staff support, in the development and implementation of Court activities, as assigned by the Chief Judge, Trial Court Administrator, Trial Court Technology Officer. Researches, analyzes, and prepares agenda items, workshop items, memorandum, updates, and reports related to county, state, and federal needs.

Performs Intergovernmental Relations Staff Functions. Tracks projects assigned to staff by the Chief Judge, Trial Court Administrator, Trial Court Technology Officer. Mobilizes necessary staff support to ensure completion of projects. Prepares agenda. Provides staff Assistance, as needed. Develops and implements a system for monitoring and managing projects, as necessary.

MINIMUM QUALIFICATIONS

Requires graduation from an accredited four-year college or university with a bachelor's degree in information technology, business, public administration or a related fields and two years of related experience; **or** graduation from an accredited college or university with a Master's degree in business, public administration or a related field; **or** an equivalent combination of education, training and work experience as described above.

COMPLEXITY OF WORK

Sound independent judgment is needed to determine and interpret practices and policies. Independent judgment is very important when dealing with broad constituencies and varied community interest. Work requires initiative and creativity in seeking solutions to a wide range of problems identified by the Court. Deadlines are paramount in this position. Must have the ability to work with other individuals, departments, agencies and the broader community to meet deadlines. These deadlines are a constant reality of the position. Attention must be shifted frequently as new projects are added on a weekly basis. Problem solving skills are also key to this job. Problems presented include financial, policy, legal and programmatic components. Employee must seek appropriate sources of information to address each component. Employee must have the ability to design and implement research process and the ability to analyze extensive information and make recommendations.

INTERNAL AND EXTERNAL CUSTOMER CONTACT

Requires contact with all areas of the State Court System. Requires limited contact with the general public extensively concerning projects.

EQUIPMENT AND TOOLS USED

Computer, various computer software applications and office equipment. Requires ability to travel throughout the six counties of the 2nd Judicial Circuit (utilizing personal vehicle with mileage being reimbursed).

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work mainly indoors at a desk. Some stress related to dealing with multiple projects.

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

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.