

Database / Applications Support Specialist

Join Our Team

Court Administration is looking to fill the role of Database/Applications Support Specialist on our IT team. This position is the go-to person for the 2nd Judicial Circuit's primary case management application—the system judges and court staff rely on every day to manage cases, submit documents, and access critical information.

What You'll Do

As a Database/Applications Support Specialist, you'll serve as the primary technical resource for the court's case management application. You'll work directly with judges, court staff, management, software vendors, and fellow IT professionals to ensure our systems continue to meet the needs of the court. You'll also contribute to help desk support and basic infrastructure troubleshooting as part of a small, close-knit IT team.

Key responsibilities include:

- Serving as the primary support contact for the court's case management application.
- Assisting judges and court staff with application issues, troubleshooting, and workflow questions.
- Administering, maintaining, monitoring, and optimizing Microsoft SQL Server databases.
- Developing, testing, troubleshooting, and maintaining SQL queries, reports, scripts, and database objects.
- Analyzing data and providing solutions that improve processes and decision-making.
- Performing system enhancements and identifying opportunities for improvement.
- Working with software developers and vendors to communicate court needs, establish priorities, and track project progress.
- Assisting with database performance tuning, backup and recovery procedures, and disaster recovery planning.
- Supporting Microsoft Windows Server and Linux server environments.
- Participating in system upgrades, implementations, and ongoing maintenance activities.
- Creating technical documentation, procedures, and user guides.
- Conducting user training sessions and presentations.
- Communicating technical concepts clearly to both technical and non-technical audiences.
- Collaborating with other IT staff to maintain the stability, security, and performance of agency systems.
- Providing occasional help desk and infrastructure support as needed.

What We're Looking For

We're looking for someone who is technically capable, enjoys working with people, communicates well, and is excited to grow into a key technology role within the courthouse. The ideal candidate combines strong technical skills with excellent customer service and communication abilities.

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Required Qualifications

- Must be a dependable, self-motivated person who works well alone and as a group.
- Strong customer service skills and a professional, approachable demeanor.
- Minimum of three (3) years of experience in Database Administration, Server Administration, Applications Support, or a closely related field.
- Experience administering Microsoft SQL Server databases.
- Experience developing and executing SQL queries, reports, and scripts.
- Working knowledge of Microsoft Windows Server environments.
- Working knowledge of Linux server administration.
- Excellent written and verbal communication skills.
- Experience creating technical documentation and conducting user training.
- Ability to communicate effectively with staff at all levels of the organization.
- Valid driver's license and a reliable vehicle, and practice responsible driving practices.
- While not an everyday occurrence, candidates must be able to lift a case of paper or battery backup which is about 50 lbs.
- At times this job may require standing for long periods of time, conversely it may require sitting for long periods of time. There are also times when crawling, bending, stooping will be required (for example running cabling under desks or in server racks).

Preferred Qualifications

- Experience supporting mission-critical business applications.
- Experience with database performance tuning and optimization.
- Experience with backup, recovery, and disaster recovery planning.
- Experience working in a government, court, or public-sector environment.

Why Join Us?

This position offers the opportunity to make a meaningful impact in an organization where your work is highly visible and directly supports the administration of justice.

Benefits of the position include:

- Meaningful work supporting a mission-critical court system.
- Opportunity to make a direct impact within a small agency of approximately 150 users.
- Regular business hours: Monday through Friday, 8:00 AM to 5:00 PM.
- Minimal after-hours support requirements.
- A collaborative and supportive team environment.
- A variety of technical challenges that provide opportunities for professional growth.
- Direct interaction with users, leadership, and decision-makers.
- The ability to see the real-world results of your work every day.

What We Offer

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We offer more than just a competitive salary of \$53,282.25. When you join the team at the Second Judicial Circuit, you'll also enjoy:

- Leon County's comprehensive benefits package, including participation in the Florida Retirement System.
- Opportunities for professional development and continued learning.
- A family-friendly leave package that includes thirteen paid holidays annually.
- Multiple optional insurance programs.
- A stable work environment dedicated to public service.

A Little About Us

The 2nd Judicial Circuit of Florida serves Franklin, Gadsden, Jefferson, Leon, Liberty, and Wakulla counties. Our organization includes seventeen Circuit Judges and ten County Court Judges, supported by approximately 150 users and more than 300 network-connected devices.

Our Information Technology team plays a vital role in supporting the technology that keeps the courts running efficiently. This position is one of several dedicated to providing exceptional service and support to our users and ensuring the reliable operation of the systems they depend on every day.

If you're looking for a position where your technical expertise, communication skills, and commitment to customer service can make a real difference, we'd love to hear from you.

Apply today and become part of a team dedicated to delivering reliable technology solutions that support the administration of justice in Florida's Second Judicial Circuit.

How to Apply:

Submit a completed State of Florida Application no later than 5:00 p.m., Monday, July 27, 2026 to:

WatkinsP@leoncountyfl.gov

Or mail a hardcopy to (must be received by July 27, at 5:00 p.m.)

Office of Court Administration
Attn: Paula Watkins
Leon County Courthouse
301 South Monroe Street, Room 225
Tallahassee, FL 32301

Application can be found at Leon County Website

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

If you have questions about this position, please contact the Isaac Shuler, CTO of the Office of Court Administration IT Department at (850) 606-4467.