



**TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: Information Systems Consultant II
SALARY: \$71,597.60/annually
CLOSING DATE: Open until Filled
WORK SCHEDULE: Monday through Friday
JOB LOCATION: Polk County Courthouse (Bartow)

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide technical support and analysis. The position is responsible for developing, designing, testing, implementing and maintaining computer applications/systems; providing data and reports; analyzing the technical feasibility of proposed system projects; resolving complex software problems; developing new productivity tools and methodologies; and providing production support. The position works under general supervision independently developing work methods and sequences.

EXAMPLES OF WORK PERFORMED

NOTE: The following duties are illustrative and not exhaustive. 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.

- Analyze computer application requirements and technical feasibility
- Assist in the development, design, and testing of computer applications.
- Consults with Clerk of Court, judges, judicial assistants, and other state personnel regarding computer application requirements to ensure efficient operations for areas of responsibility and future enhancements.
- Develops and updates instructions for use of computer applications; provides technical training for applications to end-users and assist co-workers with technical problems.
- Update and maintain security information on court personnel.
- Fingerprint new employees and contracted vendors
- Assist with the requirements of Criminal Justice Information Services (CJIS) policy.
- Create form orders in the Judicial Viewer application
- Perform quality control on cases to ensure accuracy of court records and reporting requirements.
- Prepares Microsoft Word forms and ICMS template orders for members of the 10th Judicial Circuit. Correcting formatting issues with proposed orders submitted from the ePortal system to the judges.
- Works on State Data Element Dictionary (DED), SRS, and UCR assuring data entries and reports are correct through research and interpretation.
- Performs any other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

(Note: The knowledge, skills and abilities (KSAs) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

- Ability to communicate effectively orally and in writing.
- Ability to conduct assessments of projects and data
- Ability to conduct research related to the discovery of new methodologies or to find solutions for unresolved problems

- Ability to write project scopes and technology presentations
- Knowledge of problem-solving techniques
- Ability to process information logically and solve problems
- Ability to develop, assess, and implement capacity planning
- Ability to communicate technical information effectively both verbally and in writing
- Ability to establish and maintain effective working relationships with others, to include building professional relationships with judges and other elected officials, Florida's State Courts System staff, law enforcement agencies, and other community partners.
- Ability to understand and apply applicable rules, regulations, policies and procedures.
- Ability to work outside of normal business hours as needed.
- Knowledge of the Integrated Case Management System (ICMS-Judicial Viewer), ePortal, Nextest, 10th Circuit Clerk systems, and other applications.
- Knowledge of Florida's Criminal Justice Information Services (CJIS) policy.
- Knowledge and familiarity with management information systems to include the State Reporting System (SRS) and Uniform Case Management (UCR) database.
- Familiarity with County/State Data Processing Department and procedure.
- Word, Excel, Outlook, and OneDrive/SharePoint proficiency.
- Attend and participate in meetings and trainings with Judges, court staff, and external stakeholders.
- Ability to perform other duties as applicable and assigned.

Minimum Qualifications and Requirements:

Applicants must meet one of the following education and experience combinations:

- A bachelor's degree from an accredited college or university and at least one year of experience in computer systems analysis, computer programming, or in planning or designing distributed computer systems;
- OR
- A bachelor's degree from an accredited college or university with a major in computer science or management information systems (no experience required);
- OR
- At least two years of relevant experience as described above, and one of the following educational credentials:
 - Completion of a 720-hour program in data processing (excluding data entry) from a vocational-technical school or accredited community college;
 - 60 semester or 90 quarter hours of coursework from an accredited college or university, including at least four courses in computer science or management information systems.

Substitution Options:

- Relevant experience may substitute for required education on a year-for-year basis.
- Completion of a one-year data processing program (excluding data entry) from a vocational-technical school may substitute for one year of required experience.
- Possession of a Project Management Professional (PMP) certification may substitute for one year of required experience.

Preferred Qualification:

- Basic knowledge of HTML and CKEditor is preferred.

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

Special Note: All offers of employment are conditioned on job applicants clearing a background investigation. All information gathered during the investigation is strictly confidential.

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Interested applicants must complete a State of Florida Job application and submit it no later than the closing date indicated above to:

Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699
ssullivan@jud10.flcourts.org

If you need an accommodation in order to participate in the application/selection process, please notify the Administrative Office of the Courts in advance by calling (863) 534-4686.