

JUDICIAL INFORMATION SYSTEMS COORDINATOR

CODES/PAY RANGE

Class Code: 1013

EEO Code: A

Pay Range: 216

MAJOR FUNCTION

Highly responsible, hardware and/or software related technical work in providing PC analysis, training, planning, software development, analysis and maintenance for the judiciary and court administration staff. Support users in all computer related needs.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Coordinates upgrades of PC hardware and software Recommends items to be purchased, installs purchased items, and trains users.

Serves as liaison between court administration and mainframe computer systems, i.e. CJIS, the Clerk's civil and traffic system, and State operated criminal justice databases.

Serves as a liaison between court administration and County Information Services regarding microcomputer services.

Offers technical assistance in analysis of justice system needs and develops software hardware and/or network solutions.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of microcomputers, programming, systems analysis, computer hardware, budget preparation and monitoring, and the criminal justice system.

Ability to conduct needs assessment studies and coordinates work of technical staff. Ability to prepare and offer training programs, as well as, as hoc assistance with needs analysis and evaluation of hardware and software malfunctions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to keep abreast with new technologies and advances in data processing and local and distant mainframe connections. Ability to maintain effective working relationships.

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science, Criminal Justice or related field, and two (2) years of progressively responsible experience in microcomputer or mainframe computer analysis/support criminal justice environment. Comparable years of experience and/or training may be substituted for the minimum education.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes.

Ability to perform advanced mathematical functions. Ability to write reports, financial reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Physical Demands: Sedentary work. Ability to see, hear, talk; finger dexterity.

Environmental Demands: Inside work.

Revised 10/94

Revised 9/03