

JUDICIAL SERVICES NETWORK COORDINATOR

CODES/PAY RANGE

Class Code: 1014

EEO Code: B

Pay Range: 216

MAJOR FUNCTIONS

Highly responsible technical and management work developing and administering a computer network for the judiciary and court services staff.

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.)

Administers the design and implementation of a computer network to link all courts and court officials in Volusia County.

In cooperation with the Data Processing Department of the office of the Volusia County Clerk of the Courts, manages judicial network infrastructure including transmission of data from site to site.

Defines, diagnoses and solves microcomputer network problems. Works with other users and microcomputer support staff from County I.S.D. on enhancements and expansions to existing microcomputer networks.

Provides training and support on network applications for all users of the Judicial Network.

Coordinates installation and support of PC hardware and software related to Judicial Network.

Serves as the Court Administration liaison with primary CJIS users in the design of independent court management system.

Maintains knowledge and updates publications on microcomputers, networks and principles of network administration.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of local and wide area network computer design, installation and administration, specifically: ethernet technology. Knowledge of Florida State Courts System and related civil

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and criminal justice agencies.

Ability to design and implement microcomputer networks. Ability to define and diagnose problems with microcomputer networks. Ability to review and evaluates microcomputer hardware and software. Ability to supervise subordinate staff.

Ability to communicate effectively and work independently. Ability to conceptualize network designs and prepare a detailed implementation plan; develop and administer related budgets; prepare written reports; and work with other agencies with shared technological resources.

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science, Business Administration or Public Administration with computer science background, or closely related field, and five (5) years progressively responsible experience in LAN/WAN Network Management.

ADA REQUIREMENTS

Physical Demands: Sedentary. Ability to see (color vision), talk, finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical manuals, professional journals, mechanical drawings. Ability to write reports, summaries, letters and memos. Ability to speak clearly and concisely; conversant in area of discipline. Ability to analyze data and develop conclusions. Ability to perform general mathematical functions.

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