



Superior Court of California County of Humboldt

Human Resources Department
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E-mail: HR@humboldtcourt.ca.gov

RECRUITMENT EMPLOYMENT OPPORTUNITY

EOE/ADA

Court Technology Specialist – Confidential

ELIGIBILITY LIST

Salary Range: \$46,425.60-\$56,680.00 yearly.

Final Filing Date: September 02, 2014

Interview Date to be Announced

The Position:

Under general supervision, provides technical support to the court network equipment and court staff related to computer and office automation systems using a variety of software and specialized court specific applications systems including operating systems provided by the court, county, state or federal government.

DISTINGUISHING CHARACTERISTICS:

Court Technology Specialist - Confidential is a journey level classification. The incumbent is fully competent to perform a wide range of training and support activities for court users of computer systems and is proficient with Server/Network administration, database management, and may serve as lead for special projects.

Essential Duties: *(Essential duties may vary from position to position within this classification. Reasonable accommodations will be made when requested and determined by the Court to be appropriate under applicable law.)*

- Installs, configures and troubleshoots new and existing computers and servers, printers, monitors, telephones and other telecommunications equipment, network equipment and related software including court, county, state, or federally provided operating systems;
- Provides technical support and trains court users on hardware and software such as word processing, database, or spreadsheets;
- Explains operating systems and resolves routine user problems and questions;
- Troubleshoots operating systems, servers, network devices, personal computers, systems hardware, software, printers, and other peripheral equipment;
- Assists Information Technology Manager in research and analysis of court automation procedures and computer systems;
- Participates in feasibility studies regarding new or existing applications;
- Prepares a variety of periodic reports as assigned; and
- May oversee the purchasing of supplies and monitor the inventory of fixed assets by maintaining inventory control logs and records for court software and equipment.

Knowledge, Skills and Abilities:

- Computer and informational systems technical practices and procedures;
- Operating principles and characteristics of personal computer hardware, servers and software systems;
- Principles and practices of maintaining local area network systems;
- Standard personal computer operating system software;
- Standard office administrative practices and procedures, including recordkeeping and the operation of current court office equipment;
- Principles and practices of instruction and training in computer systems;
- Applying computer and informational systems technical practices to an office environment;
- Installing, maintaining, operating and troubleshooting network systems, servers and personal computers, hardware and software;
- Analyzing user problems, evaluating alternatives and reaching sound resolution conclusions;
- Preparing instructional materials, providing training and evaluating effectiveness of such;
- Principles and practices of recordkeeping, report writing and documentation;
- Exercising sound, independent judgment within established guidelines; and
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

EDUCATION AND EXPERIENCE

Court Technology Specialist - Confidential Three (3) years experience operating and installing personal computers including one (1) year of providing training on personal computer systems to users. Two (2) of the three (3) years experience shall be in analyzing, installing, maintaining and troubleshooting computer hardware, software, servers and network devices. Certification in Microsoft MSCNE or equivalent, some college level coursework in computer science, computer technology or related field is required.

Other Requirements:

- Possession of a valid California driver's license; and
- Passing a detailed background and/or criminal history check.

Employment Eligibility

If you are selected for hire, the Superior Court of California, County of Humboldt will require verification of employment eligibility or authorization to legally work in the United States. The Superior Court of California, County of Humboldt encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of California, County of Humboldt. Reasonable accommodation may be made in the testing procedure as well as the work site.

Policy of Nondiscrimination

Superior Court of California, County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. The Court offices are wheelchair-accessible by entering the Courthouse from 4th or 5th Street, and taking the elevator to the 3rd floor. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Human Resources Department at (707) 269-1245 well in advance of the exam/interview for assistance.

Benefit Package Includes:

- Sick Leave - 12 days annually
- Family Sick Leave - 5 days annually
- Bereavement Leave
- Vacation - begins with 2 weeks/yr. & increases with longevity
- Paid Holidays - 13 + 2 personal holidays
- Choice of 6 PERS Health Ins. Plans
- Dental & Vision Plans
- Life Insurance provided by employer (\$25,000.)
- 457 Deferred Compensation Plan available
- Membership in Public Employee's Retirement System (2.0% @ 62yrs; Employee contribution is 6.25% of salary as pre-tax dollars)
- Flexible Spending Account (FSA) available

The provisions of this announcement do not constitute an implied or express contract, and any provisions contained in this announcement may be modified or revoked at any time.

How to apply

The job announcement and application may be obtained by contacting the Superior Court of California, County of Humboldt, Court Human Resources Department, 825 5th Street, 3rd floor, Rm #301, Eureka, CA 95501: in person, by e-mail request at HR@humboldtcourt.ca.gov, on our website at www.humboldt.courts.ca.gov, or by calling 707-269-1245. It is important your application show all relevant experience and education you possess. Be sure to fill out all the information requested. A resume will not take the place of the application. The application must be signed and dated. The application will go through a screening/review process and only the most qualified applicants will be selected to proceed to the oral interviews.

The completed original application must be filed with the Court Human Resources Department no later than 5:00 PM on September 02, 2014. Faxed applications will be accepted at 707-445-5769 and MUST be followed by the original application postmarked no later than September 02, 2014.

PLEASE FOLLOW DIRECTIONS CAREFULLY – Incomplete applications will be rejected



