



Superior Court of California County of Humboldt

*Human Resources Department
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Court Technology Specialist Confidential position

ELIGIBILITY LIST

(Full-time is 40.0 hours per week)
Salary Range \$46,155.20-56,680.00

POSITION SUMMARY

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 - The 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 other automated 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 accommodation will be made when requested and determined by the Court to be appropriate under applicable law.*)

- Installs, configures and troubleshoots computers, servers, printers, monitors, telecommunications equipment, network equipment, and software including: court, county, state, or federally provided operating systems and software;
- 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, telecommunications, 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.

MARGINAL FUNCTIONS

- Perform related duties as assigned.

KNOWLEDGE OF

- 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 and wide area network systems;
- Standard personal computer operating system software;
- Server operating system software and infrastructure;
- Standard office administrative practices and procedures, including recordkeeping and the operation of current court office equipment; and
- Principles and practices of instruction and training in computer systems.

SKILLS AND ABILITIES

- Applying computer and informational systems technical practices to an office environment;
- Installing, maintaining, operating and troubleshooting network systems, servers, 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 - Three (3) year's experience operating and installing personal computers including one year of providing training on personal computer systems to users. Two (2) of the three (3) year's experience shall be in analyzing, installing, maintaining and troubleshooting computer hardware, software, server, and network devices. Certification in Microsoft MCSE 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 may be required.
- Passing a detailed background and/or criminal history check.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The demands and work environment characteristics described here are representative of those that must be met or are encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly Required

- Sit at a desk and/or in front of a computer terminal;
- Twist and bend neck;
- Repetitive hand movement while performing computer data entry as well as writing;
- Stand while assisting employees;
- Reach above and below shoulder height;
- Grasp, lift and move items weighing up to 10 lbs; and
- Push and/or pull drawers of desk and/or file cabinets.

Frequently Required

- Kneel, crouch and stoop while retrieving materials from shelves and cabinets;
- Operation of power tools such as electric drill, screw drivers, and small hand tools;
- Tolerate mild exposure to dust; and
- Grasp, lift and move items weighing up to 25 lbs.

Occasionally Required

- Move items weighing up to 50 lbs;
- Crawl and/or climb while retrieving materials;
- Drive to various meeting locations; and
- Travel to various court divisions

How to apply for the position

A job application must be completed. It is important your application show all of your relevant experience and education. Be sure to fill out all the information requested in the application. A resume will not take the place of the application. The recruitment will remain open until a significant amount of qualified applications are received.

PLEASE FOLLOW DIRECTIONS CAREFULLY – Incomplete applications may be rejected

