



SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY
STATE OF NEVADA

How to Apply

A complete application packet will consist of the following:

- District Court Application [HERE](#)
- Cover Letter
- Resume
- 3 Professional References
- Education Verification

We do not accept resumes in lieu of the District Court Application

Direct application packet to:

SJDC Human Resources
775-328-3110 (phone)
775-325-6601 (fax)
HR@washoecourts.us

Hand Deliver

1 S. Sierra Street
North Tower, 3rd Floor,
Reno, Nevada 89501

Mail

Second Judicial District Court
75 Court Street
Reno, Nevada 89501



*The Second Judicial District Court is an
Equal Employment Opportunity
Employer*

CHIEF TECHNOLOGY OFFICER

\$95,201.60 - \$138,049.60
Plus a comprehensive benefits package

Announcement: August 22, 2022

Filing Deadline: Open Until Filled

Interested applicants should apply online at <http://www.washoecourts.com>.

THE SECOND JUDICIAL DISTRICT COURT

The Second Judicial District Court (“SJDC”) covers all communities within Washoe County and is part of the judicial branch of government. The SJDC occupies two courthouses located in downtown Reno. The General Jurisdiction’s historic courthouse proudly displays a copper dome lined with magnificent stained glass. The Family Division is located in a multi-court complex. Its footprint lines the banks of the Truckee River.

The SJDC is a collaborative partner within Washoe County. Community outreach initiatives and public access to justice are at the forefront of the Court’s mission. The SJDC team is dynamic, boasts a wide range of expertise, and appreciates diversity.

Washoe County is a vibrant community. With world renowned Lake Tahoe nearby, residents enjoy its beauty all year long. The City of Reno offers all the benefits of a city while maintaining its small-town atmosphere. Washoe County is truly a great place to live.

Learn more about how you can join our team!

DEFINITION

Under general direction of the SJDC Court Administrator/Clerk of the Court, plans, implements, manages, and administers all strategic assets through technology resources for the SJDC, manages and supervises personnel responsible for all SJDC hardware, software, and computer applications, the SJDC's Intranet infrastructure, systems development, and other technological services through cooperative use of county and state resources, data, and technology, serves as project manager for multiple projects, which includes responsibility for project planning and cost estimates, requirements gathering, analysis, design, testing, conversion, and implementation.

The employee in this position also serves as a member of the Executive Leadership Team.

SUPERVISION EXERCISED

Exercises direct supervision over professional and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assumes management responsibilities for all SJDC hardware, software, and computer applications, the SJDC's Intranet infrastructure, systems development, and other technological services.

Manages the work of assigned staff by establishing work objectives, procedures, and priorities, assigning work, monitoring completion and implementation of projects, evaluating effectiveness, and providing direction as required to ensure satisfaction of system users.

Supervises assigned staff, which includes work assignment and review, evaluation of staff performance, training, recommendations for hiring of new staff, and disciplining as warranted.

Performs complex professional and technical work, including systems analysis and systems development.

Represents the SJDC's technology and information management strategy and plan and achievements before judicial, other professional, industrial, and civic groups, explains the Court's information management policies and goals to the public, elected officials, and other government agencies and incorporates new innovations that may benefit the SJDC.

Gathers data, analyzes business processes, evaluates options, and develops alternatives including justifications for deployment of information technology.

Participates in development of long-range strategic data processing system development plans and coordinates with other staff to ensure the accomplishment of departmental goals and objectives.

Prepares cost benefit and feasibility studies to evaluate proposed new system applications and hardware acquisitions.

Assists with budget preparation, budget presentations, and expenditure control.

Analyzes unit workload ensuring effective resource management and planning for future projects.

Assembles information regarding proposed technology strategies and information process plans for presentation to departmental representatives and committees; coordinates plans with appropriate SJDC technology staff and other SJDC departments.

Coordinates with County and State agencies to fulfill the SJDC's strategies and information processes.

Manages computer maintenance contracts to ensure end user satisfaction with the quality of service provided.

Ensures assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

Meets with users to determine specific needs and analyzes existing/new programs in order to create and maintain efficient data processing applications.

Creates program specifications, flow charts, and decision matrices to develop coded instructions to create or modify applications.

Uses database tools (including, but not limited to, pl/sql) to query and extract data for quality control and reporting purposes.

Performs related duties as assigned.

JOB-RELATED ESSENTIAL QUALIFICATIONS

Knowledge of

Applicable judicial policies and procedures;

Washoe County policies and procedures for interfacing with the SJDC;

SJDC and Administrator of Courts (Nevada Supreme Court) budgeting procedures;

Functions and applications of SJDC computer hardware and software; and

Databases and database software used in the SJDC.

Principles and practices of data processing utilization and systems management;

Principles, theories, and methods of information technologies;

Project planning and management techniques;

Database design techniques;

Equipment used in the installation, maintenance, and repair of computer systems, networks, and components;

Current industry standards and product availability in hardware and software;

Networking systems; and

Principles and practices of general management, supervision, work organization, and training.

Ability to

Supervise, train, and evaluate the work of assigned staff;

Manage complex projects, which includes the analysis, design, development, and implementation of data processing information, communication systems, and equipment;

Evaluate options, develop alternatives, and justify recommendations;

Maintain awareness of current technology, trends, and practices of the trade;

Develop and make effective presentations using visual aids and other communication tools;

Communicate effectively, both orally and in writing;

Maintain effective working relationships with those contacted in the course of work;

Analyze problems and develop solutions as a series of logical steps; and

Design electronic data processing applications and develop program specifications.

EDUCATION AND EXPERIENCE

Experience

Ten years of responsible work experience planning, developing, and implementing electronic data processing systems, which included two years of project management, administration, or supervisory experience and systems analysis or the installation, maintenance, and repair of computer systems and equipment.

Education

Graduation from a four-year college or university with major coursework in computer information systems or a related field.