

Toledo Municipal Court Job Posting

IT OFFICER

Full Time. This is an executive level position, remote work is not available.

Salary: \$90,900 annually, negotiable depending upon experience and qualifications.

Job Posting Closes: Friday, October 6, 2023 at 4:30 p.m.

For the complete job description, go to <http://tmc.toledomunicipalcourt.org/docs/>

JOB OVERVIEW

The IT Officer leads and guides the work of IT Department staff in the application, integration, and maintenance of all court systems. Duties include coordinating support and training for judges and 90+ court personnel in the use of court systems; researching, developing, and implementing solutions for the delivery of new and evolving technologies; serving as a liaison between business and technical aspects of projects; supporting and overseeing document development and resources, overseeing IT-related recordkeeping and performing executive administrative functions. This position also supervises an IT Specialist.

WHY TOLEDO MUNICIPAL COURT?

- Enrollment in the Ohio Public Employees Retirement System (OPERS) with 14% annual employer contribution and optional Deferred Compensation Plans
- 14 paid holidays
- Vacation and sick time leave accrual
- Excellent benefits package that includes comprehensive health, dental, vision, prescription, and a life insurance policy.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in business, criminal justice, or public administration, MIS or equivalent technical discipline from an accredited college or university. In lieu of a bachelor degree, a candidate may substitute seven (7) years full time experience performing highly responsible work relating to tasks associated with this position, or any combination of education and experience, provided the required skill and knowledge for successful performance would be qualifying.

Experience: Three (3) or more years of direct experience in facilitating and implementing information system applications and demonstrated understanding of IT tools and technologies, including one (1) year of project management experience is required. Demonstrated ability to communicate effectively in written or verbal form and to translate technical terminology and/or issues into terms that Court management can understand is required. Previous experience in a court system, government agency or relevant legal environment is preferred.

Background: Prior convictions that would impinge on the IT Officer's ability to facilitate the information technology operations of the Toledo Municipal Court in a credible, fair, and professional manner, including but not limited to convictions involving fraud, theft, or crimes involving violence or weapons, are incompatible with the position of IT Officer. Must be LEADS certifiable.

Submit resume with cover letter describing how you meet the qualifications outlined above by 4:30 p.m., Friday, October 6, 2023:

Email: tmchiring@tmcourt.org

Mail: The Court Administrator's Office (Attn: HR-IT OFFICER), Toledo Municipal Court Judges' Division, 2nd Floor, 555 North Erie, Toledo, OH 43604