



## Circuit Court for Prince George's County Info-Tech Tier 2 (G-21) (Part-time)

<b>SALARY</b>	\$24.51 - \$29.32 Hourly	<b>LOCATION</b>	Upper Marlboro, MD
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	19-00124
<b>DEPARTMENT</b>	Information Technology Department	<b>OPENING DATE</b>	05/15/2023
<b>CLOSING DATE</b>	Continuous		

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### Nature and Variety of Work

Under the general supervision of the Director and Deputy Director of Information Technology, the incumbent is responsible for assisting in installing, configuring, monitoring, and maintaining the network, telecommunications, or systems hardware and software; and implementing information security policies.

### Examples of Work

Duties include but are not limited to:

- Monitors all courtrooms to ensure digital recording equipment is fully operational.
- Provides support for the CourtSmart and FTR digital recording systems.
  - Check the recording status
  - Mics Online
  - Review
- Maintains high-quality user support for the Court's desktop applications, including Microsoft Office 365.
  - Word
  - Excel
  - Outlook
  - Powerpoint, and
  - SharePoint
- Provides hardware support, including Dell PCs, HP/Brother printers, and Kodak scanners.
- Reviews office and courtroom automation procedures and workflow processes.
- Provides support for Poly cameras and the Zoom application.
- Supports the upload of Zoom sessions to the CourtSmart servers.
- Recommends and implements enhancements to streamline procedures to improve productivity.
- Provides support for Apple iPads and smartphones.
- Provides backup for the Avaya Phones.
- Perform other duties as assigned.

### Minimum Qualifications

Bachelor's degree in computer science, information technology, mathematics, business or public administration, or a closely related field, plus at least one (1) year professional experience in an information technology engineering field; or an equivalent combination of education, training, and experience.

## Additional Information

This is a part-time position, and the candidate can work up to 79 hours per pay period.

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### Agency

Circuit Court for Prince George's County

### Address

14735 Main Street  
Room M2407  
Upper Marlboro, Maryland, 20772

### Phone

301-952-3708

### Website

<https://www.princegeorgescourts.org/>

## Info-Tech Tier 2 (G-21) (Part-time) Supplemental Questionnaire

### \*QUESTION 1

Which of the following best describes your level of completed education?

- Master's Degree
- Bachelor's Degree
- Associate's Degree
- Some College
- High School Diploma or G.E.D.

### \*QUESTION 2

If you selected, "some college," how many credit hours have you earned?

### \*QUESTION 3

Please indicate your field of study.

- Computer Science
- Information Technology
- Business Administration
- Other

### \*QUESTION 4

Describe in detail your experience with Windows and in a Network environment. Identify the period of employment where you utilized these skills, including the employer's name and your job title. Please do not type "See Resume." If you have no experience, enter "N/A."

\* Required Question