



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

Posting Date: August 17, 2023

Closing Date: July 31, 2023

POSITION TITLE: Deputy Trial Court Technology Officer
MINIMUM ANNUAL SALARY: \$ 80,000
FLSA STATUS: EXCLUDED

DEPARTMENT: Court Technology
PAY GRADE: 114 **POSITION #** 012178

SUMMARY: Assist the Chief Technology Officer in managing the Circuit's technology operations. Supervise staff, assist in the development and implementation of strategic plans for court technology, assist in the preparation and management of technology budgets, develop and implement computer policies and procedures, manage technology projects, and perform related administrative tasks and duties as specified by the Chief Technology Officer. Develop and implement programs within organizational policies, reporting major activities to the Chief Technology Officer.

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** Four years of related work experience, including two years in a supervisory or managerial capacity within the Information Technology field.
- **EDUCATION:** Bachelor's degree in business management or administration, information technology, computer science, management information systems, or a closely related field.

ESSENTIAL DUTIES:

- Assist the Chief Technology Officer in directing and supervising staff, including organizing, selecting or recommending selection, training, assigning and evaluating work, and counseling; prepare periodic employee performance evaluations; review and approve timesheets and leave requests.
- Assume the responsibilities of the Chief Technology Officer when absent.
- Supervise court staff and operations of Desktop Team, to include oversight of virtual machine architecture.
- Supervise court staff and operations of Court Business Center providing managerial support and solutions to enhance public service.
- Implement practices that ensure adherence to organizational standards, policies, and procedures; and make adjustments as needed.
- Collaborate in the formulation and presentation of budget requirements; assist in the execution of court technology budgets; oversee and recommend department expenditures.
- Maintain reliability and functionality of existing information technology systems and servers; ensure security for information systems devices and data; and manage the flow of information to the Internet, court systems, other agencies, and internal users.
- Monitor infrastructure systems and report issues to CTO.
- Maintain equipment refresh cycle.
- Assist procurement by providing documentation and descriptions for bid proposals.
- Obtain quotes for purchases as needed.
- Monitor helpdesk tickets submitted to ensure timely resolutions.
- Meet with service providers and business partners to discuss new technology; negotiate pricing of technology equipment; recommend the procurement and installation of hardware and software for court technology operations; and verify compliance with licensing agreements required by software vendors.
- Support in the execution of local data integrity standards and requirements, system standards, and guidelines established, as well as those provided by the Florida Courts Technology Commission and the Florida Supreme Court.
- Assist in the development of local policies and procedures in consultation with senior to ensure efficient and economical system operations; evaluate results to ensure compliance; and identify deficiencies.
- Support in the annual state and county inventory process.
- Coordinate and collaborate with court partner Information Technology (IT) departments.

- Assist in the formulation of the Continuity of Operations Plan and IT Business Continuity Plan.
- Manage administrative matters, including, but not limited to, preparing routine or special reports; and developing and administering training.
- Conduct staff and other professional meetings to exchange information; promote data sharing between court partners.
- Perform other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to assess projects, assets, and data.
- Ability to conduct research to discover new methodologies or to find solutions for unresolved problems.
- Ability to write project scopes and technology presentations.
- Ability to manage project vendors, staff, and deadline schedules.
- Knowledge of enterprise computing environment.
- Knowledge of problem-solving techniques.
- Ability to process information logically and solve problems.
- Ability to develop, assess, and implement capacity planning.
- Ability to develop and implement security policy.
- Ability to communicate technical information effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to understand and apply applicable rules, regulations, policies and procedures.
- Ability to work outside of normal business hours as needed.
- Incumbent must be professional in all regards.

BENEFITS PACKAGE: Paid vacation, sick leave and holidays, comprehensive health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, tuition-free college courses, 457 Tax Deferred Retirement Plan.

TO APPLY: Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at www.fljud13.org) in (1) PDF file via email to recruiting@fljud13.org. **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.