



15th Judicial Circuit Court (FL)
Digital Court Recording Systems Specialist (Systems Administrator II)

SALARY	\$64,263.68 Annually	LOCATION	Main - 205 N. Dixie Hwy West Palm Beach, FL
JOB TYPE	Full-Time	DEPARTMENT	Court Technology Office
OPENING DATE	11/07/2023		

SUMMARY

This position is primarily responsible for the support of the Court's digital court recording infrastructure, which electronically secures the official court record. This position reports to the Court Chief Information Officer.

This position will work with the systems team to provide end user support for the digital recording software platforms For the Record ("FTR") and Open Court. This position will also work with County personnel troubleshooting QSC mixers and backend hardware.

Professional experience with sound systems, mixers, amplifiers, IP cameras and networking are necessary for this position.

ESSENTIAL DUTIES

- Project management.
- Recommending new solutions as needed.
- Coordinating help desk staff for problem support and resolution.
- Meeting with judges and court staff as needed.
- Working with vendors/external county agencies as needed.
- Troubleshooting, diagnosing, resolving or routing issues impacting live courtroom proceedings for a variety of technologies and systems in use in courtrooms including:
 - Digital court recording systems of the official court record
 - Virtual Remote Interpreting systems
 - Remote Court Playback/Confidence Monitoring
 - IP cameras
 - Crestron and Axis control devices

The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification.

MINIMUM QUALIFICATIONS / KNOWLEDGE, SKILLS & ABILITIES

Bachelor's degree in Computer Science or closely related field and one (1) year of experience in the support of LAN/server systems, minicomputer based systems, hardware, software or business applications (depending on area of assignment); or any equivalent combination of related training and experience.

PREFERRED: 1 year or more of experience supporting QSC sound systems or Open Court digital recording software.

ADDITIONAL INFORMATION

Incomplete applications will not be considered. **Applications will continue to be received until the position is filled.** Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on any of the protected classes.

If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call “711.”

Agency

15th Judicial Circuit Court (FL)

Address

205 N. Dixie Highway

West Palm Beach, Florida, 33401

Website

<https://www.15thcircuit.com/>