

Clayton County	
Title: Court Information Technology Coordinator Class Code: SU119	

PURPOSE OF CLASSIFICATION

Provides Information Technology (IT) support for State and Superior Court Judges, their staff, and anyone involved in courtroom proceedings, as well as Court Administration, Probation Services, Alternative Dispute Resolution and Accountability Courts.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. 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. Other duties may be required and assigned.

Provides advanced technical assistance and troubleshooting for computer hardware, software, network, and/or other related technology problems; assists with problem and/or processes identification, definition, and resolution.

Designs, sets-up, configures, tests, implements, and maintains a variety of computer hardware, software, peripheral devices, systems, networks, and/or databases; converts customer requests into formal specifications; monitors and ensures systems meet business and performance needs.

Develops basic application systems and programs; analyzes requirements for development and implementation of systems and modifications; participates in projects related to technical and non-technical initiatives and the on-going support of systems; designs and maintains a variety of system reports.

Collaborates with management, staff, and internal customers to determine desired technological goals, priorities, and resources; analyzes operating procedures and develops related operating manuals.

Coordinates the migration of computer applications from development to production.

May serve as a lead worker to staff to include assigning and monitoring work and providing direction; prepares and conducts user training sessions.

Monitors computer related inventory; orders computer supplies and equipment as directed.

Participates in the development of specifications, requests for proposal, and maintenance agreements; coordinates services of vendors and other internal staff.

Assists in budget preparation activities.



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ADDITIONAL FUNCTIONS

Performs other duties of a similar nature or level as assigned by the Superior and State Court Administrator.

MINIMUM QUALIFICATION

Bachelor's Degree in Computer Science, Information Technology, or a closely related field supplemented by three (3) years related computer, information technology, and/or programming experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must have a knowledge of operation systems; system development processes and tools; applicable laws, rules, and regulations; database administration principles; basic budgetary principles; applicable programming languages; applicable hardware, software, and peripheral devices; basic network design; project management principles; analytical methods; information technology principles and trends; and customer service principles. Must possess and maintain a valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

