

# Florida State Courts System Class Specification

**Class Title: Trial Court Technology Officer**

**Class Code: 4410**

[Pay Grade 114](#)

## **General Description**

The essential function of the position within the organization is to manage technology operations. The position is responsible for staff supervision, developing and implementing strategic plans for court technology, preparing and managing budgets, developing and implementing computer policies and procedures, managing technology projects, and performing related administrative tasks. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

## **Examples of Work Performed**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and recommending termination; prepares periodic employee performance evaluations.

Collaborates with senior management to develop project plans to meet the technology needs of the circuit; manages implementation of plans to ensure adherence to organizational standards, policy and procedures, and to make adjustments as needed.

Develops, presents and defends budget requirements; administers court technology budgets, overseeing and approving departmental expenditures.

Maintains reliability and functionality of existing information technology systems, including ensuring security for all information systems devices and data, and managing the flow of information to the Internet, court systems, other agencies and internal users.

Meets with service providers and business partners to discuss new technology and negotiate pricing of technology equipment; procures and installs hardware and software for court technology operations; verifies compliance with licensing agreements required by software vendors.

## **TRIAL COURT TECHNOLOGY OFFICER**

Directs data integrity, system standards, and guidelines established by the Florida Courts Technology Commission

Develops policies and procedures in consultation with senior management to ensure efficient and economical system operations; evaluates results to ensure compliance and to identify deficiencies.

Manages administrative matters such as conducting special studies, preparing routine or special reports, developing and administering training, or providing for staff technical or professional growth.

Conducts staff and other professional meetings and conferences to exchange information; promotes data sharing between agencies involved in the justice process; attends technical or professional seminars or conferences to improve professional skills.

### **Competencies**

#### **Data Responsibility:**

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

#### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

#### **Assets Responsibility:**

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility for achieving major economies or preventing major losses through the management of a highly complex and/or technical department, or through developing and recommending policy as legal counsel.

#### **Mathematical Requirements:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

## **TRIAL COURT TECHNOLOGY OFFICER**

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

### **Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of principles of logical thinking, technological or legal practice to diagnose or define problems, collects data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

### **Impact of Decisions:**

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with extremely serious impact - affects entire organization and impacts other activities/organizations and the general public.

### **Equipment Usage:**

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Develops and implements long range plans and programs to support the goals and objectives of the organization.

### **Safety of Others:**

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## TRIAL COURT TECHNOLOGY OFFICER

### Education and Experience Guidelines

#### **Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in business management or administration, information technology, computer science, management information systems, or a closely related field.

#### **Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Seven years of related experience, including detailed knowledge of the Florida State Courts System.

#### **Licenses, Certifications, and Registrations Required:**

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None