

SENIOR INFORMATION SYSTEMS CONSULTANT 4050

Distinguishing Characteristics of Work

This is advanced technical and analytical work planning and developing system requirements and enhancements for computer services for users of the State Courts System (SCS) Information System. The Senior Information Systems Consultant is the principal consultant to justices, chief judges, SCS officers and managers, and District and Circuit Court Information Systems committees by providing technical support for the most complex projects and problem resolution. The Senior Information Systems Consultant meets directly with software design engineers and vendors at corporate management level for the purpose of planning, developing, and providing high level technical support to all users of the SCS Information System. The position researches, analyzes, and tests the latest advancements in computer technology, and prepares documentation and recommendations on their uses for the State Courts System. The Senior Information Systems Consultant also trains technical staff of Information Systems Services on the implementation and operations of new technology. Work is performed independently with minimal supervision and is reviewed by the State Courts Technology Officer for achievement of goals.

Education and Training Guidelines

A bachelor's degree from an accredited college or university with a degree in computer science, management information systems, mathematics, statistics, or engineering with course work in computer science or management information systems, and six years of progressively responsible experience in information systems (excluding data entry) .

Progressively responsible experience in information systems (excluding data entry) may substitute on a year for year basis for the recommended college education.

A master's degree in an area listed above may substitute for two years of the recommended experience.

Knowledge, Skills, and Abilities

Knowledge of computer capabilities, systems analysis, data processing, and programming techniques. Ability to conduct a feasibility analysis of systems and program requirements. Ability to work effectively with justices, judges, court managers and corporate management in determining and developing technical support and program requirements for information systems users. Ability to detect errors on detailed charts, diagrams, and code sheets. Ability to interpret diagrammatic presentations of work flow, and prepare computer block diagrams and flow charts, and detailed specifications for program development. Ability to act as a project leader. Ability to operate an on-line data entry terminal.

Effective: June 1, 1991

Revised: December, 2007