

TRIAL COURT TECHNOLOGY OFFICER 4410

Distinguishing Characteristics of Work

This is a management level position responsible for Circuit Court Information Technology policy and strategy assuring compliance with the Information Technology strategic plan for the Judicial Branch. The Trial Court Technology Officer (CTO) is responsible for planning, developing, managing, and evaluating computer and communication technologies, operations, and services, for a circuit court. The CTO is responsible for providing leadership in planning, developing, and implementing, information resource management policies, procedures, and standards, and technology initiatives, including technology security, for a circuit court. The CTO develops the circuit court's information technology legislative budget issue and budget issues for funding provided by local governments. The CTO assesses the circuit court's technology needs, including strategic planning, evaluates new technologies and software applications, and recommends to the court priorities for allocation of resources, including expenditures for system enhancements and replacements. The CTO is also responsible for preparing an annual operating plan and performance reports to the chief judge, the office of the state courts administrator, and the Florida Courts Technology Commission, documenting how resources were used, accomplishments, and goals for the next fiscal year. The CTO supervises all circuit court computer personnel. The CTO maintains all automated judicial records, and may review technology related plans of other court related offices of local and state government that affect the court record. The CTO works independently and reports directly to the chief judge or Trial Court Administrator, and is accountable for directing all court information, data integrity, systems standards and guidelines set forth by the Florida Courts Technology Commission (FCTC) and coordinated by the Information Systems Services Division (ISS) of the Office of the State Courts Administrator (OSCA). Working relationships are established with all judges, court administration, clerk of the circuit court, local government, the office of the state courts administrator, and other state and local offices in the criminal justice system.

Education and Training Guidelines

Bachelor of Science in computer science, information technology, management information systems, business administration, engineering, or a related area, from an accredited four year college or university, and seven years of experience in management information systems, systems analysis, programming, data processing, or related technical computer experience, including three years in a supervisory, administrative, or management position.

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A Master's degree in an area above may substitute for two years of the non supervisory experience.

Progressively Responsible experience in an area above may substitute for the recommended education on a year for year basis.

Knowledge, Skills, and Abilities

Knowledge of computer hardware, software applications, operating systems, and the ability to plan, develop, implement, and evaluate computer and communications systems and services. Ability to assess technology capacity and needs including long range goals and resource allocation. Ability to supervise a professional and technical staff of computer personnel. Ability to monitor expenditures. Ability to work with judges and other elected officials. Ability to prepare operating plans and performance reports, and develop long range strategic plans. Ability to make presentations to state and local governments. Ability to develop policies, procedures and standards for technology operations.

Effective: October 1, 1998