STATE COURTS TECHNOLOGY OFFICER 4000

Distinguishing Characteristics of Work

This is administrative and management work directing the State Courts System Information Systems Services (ISS) within the Office of the State Courts Administrator. Work involves planning, supervising, implementing, and evaluating the functions and operations for the development of a statewide judicial management information system. The State Courts Technology Officer is responsible for directing the systems analysis, programming, equipment needs, cost analysis, and acquisition, telecommunications, and pilot projects for ISS. The State Courts Technology Officer is also responsible for coordinating and planning information system needs and requirements with state courts system administrators, managers, justices and judges, and for preparing progress reports on project development. Priorities in application, development and output schedules are established in conference with the Deputy State Courts Administrator. The overall scheduling and management of all functions and operations of ISS are determined by the State Courts Technology Officer. The State Courts Technology Officer supervises managerial, administrative, technical and support staff. Work is reviewed by the Deputy State Courts Administrator for attainment of overall objectives.

Education and Training Guidelines

Graduation from an accredited four year college or university with a degree in computer science, management information systems, mathematics, statistics, engineering, or a related field, and seven years of experience in systems design or development, three years of which were in a management position.

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

Knowledge, Skills, and Abilities

Knowledge of information systems and data processing procedures. Knowledge of the principles and practices of quantifying techniques. Knowledge of the capabilities of computers and peripheral equipment. Knowledge of the data requirements of a judicial information system. Knowledge of the Florida State Courts System organization. Ability to organize and present clear and concise reports. Ability to establish and maintain effective working relationships with associates and staff. Ability to supervise and plan the work of a managerial, professional, technical, and support staff.

Effective: June 1, 1991
Revised: July 1, 2000