

COURT TECHNOLOGY COORDINATOR

GENERAL STATEMENT OF DUTIES: Performs highly technical tasks coordinating all aspects of daily technology support in the Genesee County Circuit Court, including troubleshooting PCs, systems, software and printer problems and resolving user problems in the court system; develops and implements new applications and technologies as they apply to the court; works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

Troubleshoots hardware, software and printers and resolves user problems;
Implements the migration to digital recording;
Assists in implementing and coordinating electronic document management systems including imaging, web enabling of records and e-commerce;
Implements video-conferencing technologies;
Develops and implements database management applications which increases financial and collection capabilities;
Implements and develops web page management capabilities;
Assists court staff with complex document management.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of court terminology, systems development and PC's;
Knowledge of the installation diagnostics, support and operation of hardware and software products for PC's, client servers and office automation;
Knowledge of imaging, digital recording, e-commerce, video-conferencing, data base management and web page management;
Thorough knowledge of Microsoft Office applications including Word, Excel, Access and Front Page;
Ability to understand and follow verbal and written directions;
Ability to communicate effectively orally and in writing;
Ability to attend work regularly and work under stressful conditions.

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Page 2

MINIMUM QUALIFICATIONS:

Bachelor's degree in computer science, business administration, public administration MIS or related field and two (2) years of experience in Information Services in a court setting which provides an understanding of court operations;

OR

Six (6) years of experience in Information Services in a court setting that provides an understanding of court operations;

Established: June 29, 2001


Human Resources Director