



EIGHTEENTH JUDICIAL CIRCUIT
EXTERNAL RECRUITMENT - **TEMPORARY POSITION**
JOB OPPORTUNITY BULLETIN

<u>POSTING START DATE:</u>	March 11, 2021	<u>CLOSING DATE:</u>	Open Until Filled
<u>CLASS TITLE:</u>	Senior Information Systems Consultant	<u>WORKING TITLE:</u>	Software Developer
<u>POSITION # & F.T.E.:</u>	#TBD / 30-40 hrs a wk (.75 - 1.00 FTE)	<u>OFFICE LOCATION:</u>	Sanford
<u>STARTING SALARY:</u>	\$38.09 / hr	<u>FUNDING SOURCE:</u>	State OPS
<u>FUNDING START DATE:</u>	April 1, 2021	<u>FUNDING END DATE:</u>	*December 30, 2021 <i>*Possibility of Funding Date Change</i>

SUMMARY OF POSITION RESPONSIBILITIES:

The essential function of this temporary (OPS) position within the organization is to manage development and implementation of software applications related to remote operations during the COVID-19 pandemic. The position is responsible for planning; training; software application development, implementation and maintenance; provides assistance with technology acquisition, provides technical support to managers and end-users; attending meetings; and performing related administrative functions, including reporting. This position involves frequent development with JavaScript, PHP, JSON, NetBeans, MySQL, DNN, and occasional development for Microsoft technologies. The position works under general supervision independently developing work methods and sequences.

EDUCATION, EXPERIENCE AND TRAINING GUIDELINES:

Bachelor's degree in business management, information technology, computer science, engineering, management information systems or a closely related field. Eight years of related experience.

This position will use the following technologies:

- OS: Linux (preferability Ubuntu)
- Webserver: Apache2.x
- Databases: MySQL, MS-SQL
- Source Repositories: Git
- IDE: NetBean or PHPStorm
- Technologies: HTML, CSS, PHP, Perl, Javascript, XML, JSON, AJAX, SOAP, REST, Unix Shell Scripting, SharePoint Online, Microsoft Power Platform, MS Cloud Suite

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of computer processing equipment for business, technical and statistical processing, software applications, operating systems, and the ability to plan, develop, implement, and evaluate computer and communication technologies, operations, and services, for a trial court.
- Thorough knowledge of information research techniques and available resources.
- Established proficiency of programming languages.
- Considerable knowledge of Microsoft Teams video conferencing system.
- Ability to conceptualize the flow of data through the system and deal with abstractions to develop multiple sequences of operations.
- Working knowledge of the Florida State Courts System, specifically the Trial Courts.
- Ability to meet with users and ascertain other's needs.
- Ability to interface complex systems accurately and independently.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with technology staff, as well as other court personnel.

PHYSICAL DEMANDS: Work involves a significant amount of standing, walking, sitting, talking, listening, and reaching with hands and arms; and must be able to transfer up to 20 pounds.

SPECIAL COMMENTS: [Primary work will be conducted remotely with periodic MS Teams meetings and occasional on-site work required.](#) There may be intermittent travel required within the county and circuit. There also may be times when work must be performed outside the scope of the normal established work schedule.

Benefits are available thru the State of Florida.

APPLICATION PROCEDURES AND CLOSING DATE: In order to be considered, a current and complete State of Florida application ([https://flcourts18.org/docs/cir/State of Florida Application.pdf](https://flcourts18.org/docs/cir/State_of_Florida_Application.pdf)) is required for consideration and must be received by Court Administration in a timely manner due to the “open until filled” status. This means that the vacancy does not have a closing date and that applications will be reviewed until the position is filled. **Please note, applications need to be completed in full, and not submitted with “please refer to resume”.** **Please submit application and supplemental documents via email:** [Click Here to Apply](#)

COURT WEBSITE: <https://flcourts18.org/employment-opportunities/>

EEO The Eighteenth Judicial Circuit is an equal opportunity employer that actively pursues and hires a diverse workforce. We do not discriminate on the basis of nor manifest by words or conduct, bias or prejudice based on race, color, religion, age (40 or older), sex (including gender identity, sexual orientation and pregnancy), national origin, language, marital status, socioeconomic status, or disability or genetic information, which does not preclude performance of essential job functions, and reasonable accommodation(s) is provided, as necessary and judicious. If you are a person with a disability who needs an accommodation in order to participate in the application/selection process, you are entitled, at no cost to you, the provision of certain assistance. Please notify Court Administration at 321-633-2171, #3, prior to the application deadline. If you are hearing or voice impaired, please call through the Florida Relay Service (TDD) 1-800-955-8771.

BACKGROUND CHECK Employment is provisional pending the results of a successful background investigation and fingerprinting.

E-VERIFY Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Eighteenth Judicial Circuit participates in the U.S. Government’s Electronic Employment Verification Program (E-Verify) to assist in this required verification process for all state-funded positions. E-Verify is a program that electronically confirms an employee’s eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9) upon hire within the first 3 days of employment.

PUBLIC RECORDS All information provided via application packets are considered public record upon submittal, with the exception of information protected or exempt per Florida Statutes or public records exemption rules.

DRUG-FREE It is an objective of the Eighteenth Judicial Circuit to achieve a drug-free workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing court service for the Eighteenth Judicial Circuit, and the trust placed in our organization by the public.

AT-WILL EMPLOYMENT Pursuant to 110.205(2)(c) of the Florida Statutes, employment with the State Courts System is not covered under the Career Service System and all employees of the State Systems serve at the pleasure of the appointing authority and do not attain tenure rights, i.e., employees can be terminated with or without cause by the Court.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY. IF YOU NEED AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THE RECRUITMENT PROCESS, PLEASE CALL THE CONTACT PERSON AT THE NUMBER INDICATED ABOVE. PERSONS USING A TDD MAY CALL CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE (TDD) 1-800-955-8771.