

Florida State Courts System

Classification Specification

Classification Title: Trial Court Technology Officer

Pay Grade: 105

Class Code: 4410

FLSA Status: Excluded

CLASS SUMMARY

The essential function of the position within the organization is to manage technology operations. The position is responsible for staff supervision, developing and implementing strategic plans for court technology, preparing and managing budgets, developing and implementing computer policies and procedures, managing technology projects, and performing related administrative tasks. The position develops and implements programs within organizational policies; reporting major activities to executive level administrators through conferences and reports.

ESSENTIAL JOB FUNCTIONS

(See examples of typical essential functions for this position listed below. Employees with this classification title may perform some or similar but not necessarily all the functions listed; employees with this title may also perform other assigned functions not listed here.)

- Directs and supervises staff, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations; reviews and approves timesheets and leave requests. Collaborates with senior management, within the local court, to develop project plans to meet the technology needs of the circuit; manages implementation of plans to ensure adherence to organizational standards, policy, and procedures; and makes adjustments as needed.
- Develops, presents, and defends budget requirements; administers court technology budgets; oversees and approves department expenditures.
- Maintains reliability and functionality of existing information technology systems and servers; ensures security for information systems devices and data; and manages the flow of information to the Internet, court systems, other agencies, and internal users.
- Meets with service providers and business partners to discuss new technology; negotiates pricing of technology equipment; procures and installs hardware and software for court technology operations; and verifies compliance with licensing agreements required by software vendors.
- Directs data integrity, system standards, and guidelines established by the Florida Courts Technology Commission.
- Develops policies and procedures in consultation with senior management, within the local court, to ensure efficient and economical system operations; evaluates results to ensure compliance; and identifies deficiencies.
- Coordinates and collaborates with other agency Information Technology (IT) departments for programming needs.
- Develops and maintains Continuity of Operations Plan.
- Manages administrative matters, including, but not limited to, conducting special studies; preparing routine or special reports; developing and administering training; or providing for staff technical or professional growth.
- Conducts staff and other professional meetings and conferences to exchange information; promotes data sharing between agencies involved in the justice process.

- Attends technical or professional seminars or conferences to improve professional skills.

MINIMUM EDUCATION AND EXPERIENCE GUIDELINES

Education

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in business management, business administration, information technology, computer science, management information systems, or a closely related field.

Experience

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Seven years of related work experience, including two years in a supervisory or managerial capacity.

CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS

(Refers to professional, state, or federal licenses, certifications, or registrations required/desired to enter the position.)

N/A

COMPETENCIES/RESPONSIBILITIES

Data Responsibility

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility

Refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility for achieving major economies or preventing major losses through the management of a highly complex and/or technical department, or through developing and recommending policy as legal counsel.

Mathematical Requirements

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or

logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements

Involves the ability to read, write, and speak.

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

Complexity of Work

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of principles of logical thinking, technological, or legal practice to diagnose or define problems, collects data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decisions/Errors

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with extremely serious impact – affects entire organization and impacts other activities/organizations and the general public.

Equipment Usage

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Develops and implements long range plans and programs to support the goals and objectives of the organization.

Safety or Others

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The Florida State Courts System has the right to revise this class specification at any time. This description does not represent in any way a contract of employment.

EFFECTIVE: 06/21/2021