



# Trial Court Technology Officer

## Responsibilities

This is an executive-level management position and is responsible for circuit-wide Court Information Technology and policy and strategy assuring compliance with the Information technology strategic plan for the Judicial Branch. The Court Technology Officer (CTO) is responsible for providing leadership in planning, developing, and implementing information technology security for a circuit court. The CTO works with the Chief Judge and/or Trial Court Administrator to develop annual budgets regarding technological needs on both the state and county levels. The CTO evaluates new technologies and software applications, and recommends to the court priorities for the allocation of resources, including expenditures for system enhancements and replacements while also being responsible for preparing an annual operating plan and performance reports to the Chief Judge and/or Trial Court Administrator, as well as the Florida Courts Technology Commission (FCTC), documenting how resources were used, accomplishments made, and outline goals for the upcoming fiscal year. The CTO supervises all circuit-wide court technology staff. The CTO works independently and reports directly to the Chief Judge and/or Trial Court Administrator, and is accountable for directing all court information, data integrity, systems standards, and guidelines set forth by the FCTC and coordinated by the Information Systems Services Division (ISS) of the Office of State Courts Administrator (OSCA).

## Requirements

Bachelor's degree in business management, business administration, information technology, computer science management information systems, or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis. Seven years of related experience, two years in a supervisory role or managerial capacity.

## Preferred Qualifications

- Working knowledge of and experience with Microsoft Office 365, Azure, Windows Server 2019 Active Directory, DNS, Exchange 2019, SQL Server, network switching, and routing.
- Working knowledge of Information Technology Security and backup procedures.
- Direct working knowledge of the Florida State Courts System, court rules/procedures and legal terminology.

## DETAILS

### Position Title:

**Trial Court Technology Officer**

**Position Number: 09465**

**F.T.E. Status: Full-Time**

**Office Location: Sanford, FL**

**\*Potential for remote work options**

**Starting rate of pay:**

**\$100,066.08/annually**

## BENEFITS

- Paid Leave
- Paid Holidays
- Affordable Health Benefits
- Optional Vision, Dental and Supplemental Insurance
- Free Life Insurance
- Multiple Deferred Compensation Options
- Florida Retirement Benefits
- Tax Favored Spending Accounts
- Employee Assistance Support

## How to Apply

Please submit the following electronically:

- State of Florida application (link below)

Fillable State of Florida application:

[https://flcourts18.org/docs/cir/State\\_of\\_Florida\\_Application.pdf](https://flcourts18.org/docs/cir/State_of_Florida_Application.pdf)

[Click Here to Apply](#)

**Applications must be completed in full. Applications containing the verbiage “please refer to resume” will NOT be considered.** Resumes may be attached as supplemental documentation only and will not be accepted as stand-alone applications. Any submission for this position that does not meet the listed requirements will be deemed incomplete and ineligible for further consideration.

## Equal Opportunity Employer

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 407-665-4227 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.

**Drug-Free Workplace** - 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.