

Florida State Courts System

Classification Specification

Classification Title: Deputy Trial Court Technology Officer

Pay Grade:

Class Code:

FLSA Status:

CLASS SUMMARY

The essential function of the position within the organization is to assist the Trial Court Technology Officer in managing the Circuits technology operations. The position is responsible for staff supervision, assisting in the development and implementation of strategic plans for court technology, assisting in the preparation and management of technology budgets, developing and implementing computer policies and procedures, managing technology projects, and performing related administrative tasks and duties as specified by the Trial Court Technology Officer. The position develops and implements programs within organizational policies; reporting major activities to the Trial Court Technology Officer 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.)

Deputy Court Technology Officer job functions statement typically perform in a hierarchical structure under a Chief Deputy Trial Court Technology Officer:

- Collaborate with the Chief Deputy Trial CTO to organize, plan, and execute strategy.
- Delegate tasks to the Junior System Administrator.
- Assist the Chief Deputy Trial CTO in managing the court's network communication systems, including local area networks (LANs), wide area networks (WANs), and internet connectivity.
- Support the design, implementation, and maintenance of the courthouse's network infrastructure under the Chief Deputy Trial CTO's guidance.
- Work closely with the Chief Deputy Trial CTO to plan and execute IT projects that enhance court services and operations.
- Provide second-level technical support for issues escalated by the IT support staff.
- Assist in developing and delivering training programs on new technologies and systems for court staff.
- Help manage and test backup systems and disaster recovery procedures to ensure data integrity and availability.
- Participate and assist the Chief Deputy Trial CTO in creating and implementing emergency protocols for network and technology systems.
- Research new technologies that could improve court operations and make recommendations to the Chief Deputy Trial CTO.
- Implement and ensure the security of the court's network systems, including implementing security protocols, monitoring network activity, and responding to security incidents.

- Develop and deliver training programs for court staff and judges on the use of technology systems, including computer hardware and software, network protocols, and cybersecurity best practices.
- Research and recommend innovative and, where possible, automated approaches for system administration tasks. Identify approaches that leverage our resources and provide economies.
- Perform related duties as directed

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.

Bachelor's degree may be substituted upon demonstration of increasing experience and supervisory roles within the Information Technology 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.

Four 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: ***