



**JOB OPPORTUNITY**

**FULL-TIME POSITION**

POSITION TITLE: Trial Court Technology Officer	POSITION LOCATION: Gainesville, FL
POSITION #: 9253	SALARY: \$96,566.09/annually

**GENERAL DESCRIPTION**

The essential function of the position is to manage technology operations for the Eighth Judicial Circuit Court. The Trial Court Technology Officer 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 CTO works independently and reports to the Chief Judge and Trial Court Administrator.

**KNOWLEDGE, SKILLS, ABILITIES**

Knowledge of computer hardware, software applications, operating systems, and the ability to plan, develop, implement and evaluate computer and communications systems and services. Ability to assess technology capacity and needs including long range goals and resource allocation. Ability to supervise a professional and technical staff of computer personnel. Ability to work with court staff, judges and other elected officials. Capable of developing policies, procedures and standards for technology operations.

**EXAMPLES OF WORK PERFORMED**

Supervising staff, including selection, training and preparation of performance evaluations. Providing leadership in planning, developing and implementing policies, procedures and standards for the court. Assessing the court’s technology needs, including strategic planning, evaluating new technologies and applications and making recommendations. Managing administrative matters such as developing and administrating training and providing staff technical and professional growth.

**EDUCATION AND EXPERIENCE**

Bachelor’s degree in computer science, information technology, management information systems, business administration, or related field. Experience with Windows & Linux server system administration, Office 365 Administration and Network Administration (especially Cisco & HP hardware) desirable. Knowledge of PHP/SQL/JavaScript desirable. Seven years of related experience, including knowledge of the Florida State Courts System, and three years in a supervisory, administrative or management position. A Master’s degree may substitute for two years of the non-supervisory experience. Progressively responsible experience in related area may substitute for recommended education on a year for year basis.

**SALARY AND BENEFITS**

Salary is \$96,566.09/annually. Hiring at base is normal. State of Florida benefits offered.

**APPLICATION PROCESS**

All applications must be submitted through the [People First System](#) and include a cover letter and resume. This position closes on September 30, 2022. Questions can be submitted to [employment@circuit8.org](mailto:employment@circuit8.org).

**NOTICE**

The successful applicant will be subject to a criminal background check. EOE. If you are a person with a disability selected to participate in the interview process and need an accommodation, you are entitled, at no cost to you, to the provision of certain assistance. Please contact ADA Coordinator at 352-337-6237.