



## The Eighth Judicial Circuit of Florida

Serving Alachua, Baker, Bradford, Gilchrist, Levy, and Union Counties

### Administrative Office of the Courts

## JOB OPPORTUNITY

### FULL-TIME COUNTY-FUNDED POSITION

POSITION TITLE: Information Support Specialist	POSITION LOCATION: Alachua County
POSITION #: 4205	SALARY: \$41,600.00/annually

#### GENERAL DESCRIPTION

This position is responsible for providing technical support and training to State Courts System users of personal computers, printers, smart devices, and audio/visual equipment. As part of the help desk support team, the primary responsibilities are responding appropriately to tech support incidents received by phone, instant messenger, or email.

#### KNOWLEDGE, SKILLS, ABILITIES

Working knowledge of various software packages such as Microsoft Office, Adobe Acrobat and a range of web browsers. Ability to troubleshoot hardware and software issues. Familiarity with audio/visual equipment and cable management. Capable of safely lifting objects up to 50 lbs., climbing ladders, and working from a kneeling position. Ability to communicate effectively and establish working relationships with judges, court personnel, and public and private agencies. Capable of planning, organizing, and coordinating work assignments and schedules.

Other responsibilities include: Installation and support of audio/video recording systems in courtrooms and hearing rooms, including mounting LCD TVs, video conference equipment, and cameras. Installation and configuration of digital audio mixers in courtrooms and hearing rooms. Pulling analog and digital cable, making cable terminations and testing.

The Eighth Judicial Circuit includes Alachua, Baker, Bradford, Gilchrist, Levy and Union counties. This position requires reliable transportation capable of carrying computers, tools, and other potentially weather-sensitive equipment to each of the six counties in the Circuit. Travel mileage outside the employees' assigned home county will be reimbursed. On-call duty during the morning hours approximately one weekend per month required; this generally entails having a work-issued laptop on hand and an internet connection available to assist with audio/visual problems during weekend first appearance events.

#### EDUCATION AND EXPERIENCE

High School Diploma or GED and 3 years of experience in information systems, computer science, or audio/visual fields are preferred. An Associate's or Bachelor's degree in related fields from an accredited college or university may substitute for the recommended experience.

#### SALARY AND BENEFITS

Salary is \$41,600.00/annually. County benefits offered including State of Florida retirement.

#### APPLICATION PROCESS

A cover letter and resume are required. Please submit documents via email to [employment@circuit8.org](mailto:employment@circuit8.org). This position is open until filled.

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.