



Superior Court of the County of Mariposa State of California

EMPLOYMENT OPPORTUNITY

Court Systems Analyst

SALARY: \$67,999 - \$82,648/year
\$5,666.50 - \$6,887.27/month

APPLY BY: OPEN UNTIL FILLED

An Equal Opportunity Employer

DEFINITION

Under general direction, plans, organizes, installs, maintains, and operates the Court's computer systems and provides daily assistance in their use. Supports the technical environment for the Court, including hardware, operating system software, CMS, network operating system, telecommunications, A/V, and all standard office automation software used by the Court. Provides and/or oversees the provision of technical training to staff and users of the Court's systems and serves as a resource to management, staff, other public agencies, hardware and software vendors and contract information services providers; performs related work as assigned.

This class is a journey-level position fully competent to independently perform the full range of systems operations support. Incumbents have primary responsibility for specific ongoing operations and support of the courts information systems. In addition, assigned responsibilities may include providing support to assigned staff and coordinating, planning, and implementing systems and software upgrades with administrative staff.

This classification is distinguished from Court executive, administrative, supervisor and clerical classifications in that incumbents are technical specialists with a specific focus on court systems.

SUPERVISION RECEIVED AND EXERCISED

This class receives general direction from the Court Executive Officer and provides training to court staff.

ESSENTIAL JOB FUNCTIONS:

- Resolves problems referred by supervisory and administrative staff in the Court regarding hardware, operating systems software, etc.

- Research, plans and implements new and upgraded hardware and systems and application software.
- Provides technical training for judicial officers and staff in installed or upgraded software.
- Works with appropriate staff in determining the hardware and software required for implementation of specialized products or procedures.
- Collaborates with administrative staff in establishing maintenance contract specifications for computer products used in the Court, and in negotiating and implementing contracts.
- Administer, monitor and regularly evaluate contracts with private contractors and public agencies providing information systems services.
- Serve as technical liaison for the Court with hardware and software vendors, contract service providers and other public agencies.
- Plans, executes, oversees or coordinates Court Technology projects.
- Maintain, develop and update the Court website.
- Keeps up with current technologies (e.g., reading publications and attending seminars) and applies updates to hardware and software used in the Court.
- Track State and Federal legislation that may influence Court information system policies and procedures.
- Develop and implement policies and procedures in alignment with the Court's goals and objectives.
- Installs, operates, maintains, troubleshoots, and repairs servers, personal computers, and peripheral equipment, using appropriate hand and diagnostic tools.
- Manages and monitors daily performance of server infrastructure, data storage/integrity, network operation, and directory services.
- Monitors and maintains local area networks and other systems environments; fine-tunes and maximizes systems operations.
- Monitors and maintains connectivity to wide area network; identifies and resolves problems.
- Maintains and provides backup, restore, and recovery support of operating systems and applications on a variety of platforms.
- Develops and maintains appropriate data security levels to ensure confidentiality and integrity of Court operations, budget and case file information.
- Maintains an inventory of computer equipment and associated supplies.
- Establishes and maintains user accounts on the system.
- Does minor programming work, such as AS/400 queries.
- Maintain accurate and up to date fine and fee distribution tables.
- Maintain, manage, and submit JBSIS, DOJ, DMV and related reports and statistical information.
- Work evenings and weekend hours, as needed.
- May be required to travel.
- Represent the Court as technical expert at meetings and conferences.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Possession of a valid California driver's license.
- A Bachelor's Degree from an accredited college or university in computer science, information systems or a closely related field and one year experience in information technology.

OR

- An Associate's Degree in computer science, information systems or a closely related field and three years' of progressively responsible experience in information technology.

Additional directly related full-time work experience in a progressive technology environment may be substituted for education on a year for year basis.

Knowledge of:

- Network operating systems and network topology.
- Network operating systems performance analysis and use of utilities to resolve problems.
- Principles of multiple hardware platforms and the interrelationship of different operating systems.
- Telecommunications applications.
- File server hardware and repair procedures for file servers and personal computers.
- Troubleshooting principles for LAN/WAN and PC-based business applications.
- Principles, procedures, preparation, implementation and testing for disaster recovery.
- Basic electronics principles.
- Systems performance analysis, including troubleshooting and diagnosis of hardware and software problems.
- Use of hand and diagnostic tools related to the work.
- Standard business software for personal computers, such as electronic mail, word-processing, and spreadsheets.
- Standard office and administrative practices and procedures, including record keeping.
- Principles and techniques of preparing a variety of effective written materials.
- Safety practices related to the work.
- Principles and techniques of project planning, scheduling and related control requirements.
- Principles of effective customer service.

Ability to:

- Develop and maintain IP network structure include: switching, routing, VPN, security devices, failover links, wireless connectivity and other necessary technologies.

- Conceptualize and integrate systems within enterprise-wide information systems architecture.
- Understand, interpret and apply information from technical manuals.
- Keep current with security threats and respond to threats/incidents accordingly.
- Prepare formal business requests for various products and services.
- Prepare and manage contracts for systems products and services with appropriate Court staff.
- Organize own work, set priorities, and meet critical deadlines.
- Reason logically and creatively in analyzing data and drawing conclusions.
- Read and understand complex technical materials and apply knowledge derived from them.
- Arrive at alternative solutions to an unresolved problem.
- Troubleshoot and repair file servers and personal computers used in the Court.
- Provide a variety of technical support services to Court staff.
- Develop and track project plans.
- Maintain and apply current technical knowledge.
- Communicate effectively, verbally and in writing.
- Provide written status reports.
- Establish and maintain cooperative working relationships.
- Maintain strict confidentiality of Court management files and information that may be obtained as part of day to day responsibilities.
- Build advanced spreadsheets and databases.
- Thoroughly document policies and procedures.
- Analyze systems performance and maximize efficiency.
- Install, maintain, operate, troubleshoot, and repair personal computers, servers, and related equipment.
- Operate, monitor, and optimize the performance of local area networks.
- Maintain accurate records of work performed and update procedures manuals.
- Use hand tools safely for the installation, repair, and testing of equipment.
- Maintain and monitor communications between the Court, outside agencies and vendors.

THE SELECTION PROCESS

In order to assist us in the selection process, please be sure your application includes a copy of your resume, which describes your educational training, as well as your relevant work experience.

The selection process will begin with a review of the application and resume to determine whether minimum qualifications are met.

If you meet the minimum qualifications, a competitive evaluation of education, training, and experience, as well as your answers to the supplemental questions will be performed.

The attached supplemental questions are designed specifically for this recruitment and must accompany the regular employment application in order to be considered for this position. Applications received without the required supplemental information run the risk of being screened out of the selection process.

Employment is subject to a background, credit check, and a Live Scan. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on

employment applications, resumes and attachments, and during the selection process, is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of Mariposa.

The information contained herein does not constitute either an expressed or implied contract or offer of employment, and these provisions are subject to change.

HOW TO APPLY: To be considered for the earliest round of interviews, please apply by August 10, 2018, however this position will remain open until filled.

To obtain Mariposa Superior Court's employment application, please visit our website at:

<http://mariposacourt.org/employmentapp.pdf>

Mariposa Superior Court's Website: <http://mariposacourt.org>
OR

Please contact:

Judicial Council of California
Human Resources
Attn: Atul Bector
455 Golden Gate Avenue
San Francisco, CA 94102-3688
Atul.bector-t@jud.ca.gov
Tel: 415-865-7983

Please email, mail, or deliver a hard copy of the employment application, resume, and answers to the supplemental questions to:

Judicial Council of California
Human Resources
Attn: Atul Bector
455 Golden Gate Avenue
San Francisco, CA 94102-3688
Atul.bector-t@jud.ca.gov

Please be careful in filling out your prior work history in Section 15 of the application. Show the starting and ending dates (month and year) for each job listed and the number of hours per week that you worked.

Section 13 and 15 of the application must include sufficient information to show that you meet the minimum qualifications described in the job bulletin for the position for which you are applying.

A resume is to be attached, however, applications where the prior work history section is not completed may be returned as incomplete.

SUPPLEMENTAL QUESTIONS
COURT SYSTEMS ANALYST

Please write your full name, address, and telephone number:

Name: _____

Address: _____

Telephone: _____

INSTRUCTIONS TO APPLICANT

This supplemental requires you to detail and/or prepare narrative descriptions of your relevant education, experience, and capabilities. **In answering the questions that follow**, describe your most relevant experience, education, or other background that demonstrates that you possess these particular qualifications.

Please type or print your response.

We are asking you to go through this process to enable us to give you full credit for relevant accomplishments.

We recommend that you complete this form over a period of time.

If a large number of qualified applications are received, only those candidates demonstrating the best job-related qualifications will be invited to continue in the selection process.

Therefore, it is to your advantage to complete this form thoroughly and accurately.

Responses such as “see resume”, “see attached”, or “see application” will NOT be evaluated.

I, the undersigned, understand that all information provided herein is subject to verification and is true to the best of my knowledge and ability.

Signature

Date

SUPPLEMENTAL QUESTIONS
COURT SYSTEMS ANALYST

Please type or print your response to the following:

1. Do you have any LAN/WAN experience? If so, describe your level of involvement.

2. Do you have any Mid-Range System or Application Server/File Server experience? If so, describe your level of involvement.

3. Do you have any experience working with Ad-Hoc Queries? If so, describe the language you have worked with and your level of involvement.

4. Do you have any Software Programming experience? If so, describe the languages you have worked with and your level of involvement.

5. Do you have any Business Accounting experience? If so, describe your experience and your level of involvement.