

Circuit Court for Baltimore City Information Technology Specialist I

The Circuit Court for Baltimore City is seeking a qualified applicant for the position of Information Technology Specialist I. This position will be responsible for assisting the Information Technology Director in meeting the Court's IT needs. The Information Technology Specialist I will provide technical support for personal computers and network system infrastructure equipment, including testing, updating, maintaining, and providing training on mainframe client servers and microcomputer software and hardware. Duties will require extensive knowledge of Network Topography, Personal Computers, Network and local printer troubleshooting, and Telecommunication knowledge. The position also acts as the liaison with Judicial Information Systems, the Mayor's Office of Information Technology, the Municipal Telephone Exchange, and various Court vendors. The incumbent must possess the ability to interact with Circuit Court Judges, their support staff, and all other Circuit Court employees.

Essential Functions:

- Meets with Court users to ascertain information technology and Enterprise-based communication needs and services utilizing network systems.
- Investigates, diagnoses and repairs problems in network-based systems.
- Advises the Court and superiors on network system problems, status, use and maintenance.
- Assists in formulating, reviewing, and updating, short-range and long-range information technology based communications plans and strategies for the Court.
- Develop material, equipment and design costs based on user-projected communication needs and services.
- Maintains liaison with and oversees the work of outside contractors and vendors installing or repairing communication equipment.
- Reviews journals, magazines and trade publication to remain informed on the latest trends and developments in the information technology field.
- Trains Court staff in the use and maintenance of network-based communications and equipment.
- Interacts regularly with Court users to develop a positive working relationship.
- Performs related work as required.

Education, Knowledge and Experience:

- An Associate Degree in Computer Science or related discipline from an accredited college or university and one year of experience in a multi-operation system or production control environment.

- Five years hands-on experience, preferably supplemented with Microsoft and CISCO Certifications.
- Equivalent combination of education and experience in Information Technology in a business setting may be considered in lieu of a four year degree.

Compensation:

This is a full-time permanent position with benefits. The annual salary range is **\$55,284 to \$88,536.**

To Apply:

Please submit a cover letter and resume by COB deadline **Monday, June 25, 2018** to:

Kathe Hammond, Human Resource Officer
Circuit Court for Baltimore City
111 N. Calvert Street, Room 535
Baltimore, Maryland 21201
www.baltimorecity.gov

The Circuit Court for Baltimore City is an Equal Opportunity Employer.