

*****Internal Applicants Only*****

**Circuit Court for Baltimore City
information Technology
Engineer**

Circuit Court for Baltimore City is seeking a qualified applicant for the position of Information Technology Engineer. This position will be responsible for assisting the IT Director in meeting the Court's IT needs. The IT Engineer 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 an 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 Court employees.

Education and Experience

Qualifications will include a Bachelor's degree in Information Technology or Information Systems from an accredited university or college. Along with five years hands-on experience, preferably supplemented with Microsoft and CISCO certifications. The equivalent combination of education and experience in Information Technology in a business setting may be considered in lieu of a four-year degree.

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.
- Develops 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 communications equipment.
- Researches and writes technical reports concerning network systems usage, problems and maintenance.
- Reviews journals, magazines and trade publication in order 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.
- Performs related work as required.
- Interacts regularly with Court users to develop a positive working relationship.

Compensation

This is a full-time position with benefits. The annual salary is \$72,624-\$94,411.00.

Please submit a resume and letter of interest by close of business March 13, 2024 to:

Ms. Jacqueline Hale
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
www.baltimorecity.gov

TTY 396-4930

****No phone calls, please****

A Criminal Background Check will be conducted as a condition of employment.
AN EQUAL OPPORTUNITY EMPLOYER