



Superior Court of the County of Mariposa State of California

EMPLOYMENT OPPORTUNITY

Court Systems Analyst

SALARY: \$72,646.08 - \$88,296.00 per year
\$6,053.72 - \$7,357.86 per month

APPLY BY: OPEN UNTIL FILLED

Please note: There is currently one upcoming vacancy to be filled at this time

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 AS400 and SQL 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:

Bachelor's Degree in Information Systems, Computer Science or closely related field and two years of responsible network management, computer systems, systems analysis or related experience.

OR

An Associate's Degree in Information Systems, Computer Science or closely related field and four years of responsible network management, computer systems, systems analysis or related experience.

Additional qualifying experience may be substituted for the desired education.

Preferred:

- MCSA or Equivalent Microsoft Certification
- CCNA Cisco certification

Desired:

- AS400 or other Mainframe experience

Knowledge of

- Network operating systems and network topology. Virtualization Technology and Virtual Hypervisors Firewall Technology and Configuration
- Windows Domain Management
- 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

This recruitment is continuous until filled.

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.

To obtain Mariposa Superior Court's employment application, please visit our website at:
<http://www.mariposacourt.org/files/EmploymentApplication.pdf>

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

OR

Please contact:

Judicial Council of California
 Human Resources
 Attn: Taylor Wolgamott
 2850 Gateway Oaks Drive

Sacramento, CA 95833

Ph (916) 643-6910 | Taylor.Wolgammott@jud.ca.gov

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: Taylor Wolgammott

2850 Gateway Oaks Drive

Sacramento, CA 95833

Taylor.Wolgammott@jud.ca.gov

****Please Note:** There will be a delay in reviewing the hard copy applications due to emergency telecommute program. If you are submitting the hard copy application, please also email or scan the documents to Taylor.Wolgammott@jud.ca.gov so it can be reviewed in a timely manner.

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. Please describe any LAN/WAN experience you may have and your level of involvement.
2. Please describe any Mid-Range System or Application Server/File Server experience you may have? Include use cases
3. Please describe any experience you may have with Virtualization and Virtual servers. Make sure to include the size of the infrastructure, the Hypervisor and your level of involvement.
4. Please describe any experience working with Ad-Hoc Queries. Make sure to include the language you have worked with and your level of involvement.
5. Please describe any Software Programming experience you may have. Include the languages you've worked with and any experience with the development process.
6. Please describe any Business Accounting experience you may have. Please include your experience level the level of involvement.