

JOB ANNOUNCEMENT

PRINCE GEORGE'S COUNTY CIRCUIT COURT

TITLE: Court Information Technology (IT) Specialist

GRADE: G-24 (Administrative Assistant III)

SALARY: \$49,943 - \$74,775 (Negotiable, based on education and work experience.)

LOCATION: Information Technology Division, Circuit Court, Upper Marlboro, MD

TYPICAL DUTIES: The incumbent is responsible for supporting the court's client server case management application. Will be responsible for designing, building, testing, implementing and maintaining applications in both a Microsoft .Net SQL Server environment and Oracle DBMS windows environment. Will be responsible for assisting in testing by writing test plans and working with the Analyst team to assist them in the testing process. Develop end user, management level, and exception reports. Responsible for systems process analysis and technical writing to include preparing a variety of technical documentation to internal/external audiences for the Circuit Court. Provides assistance with architecture, system design, implementation and follow-on product support. Establish an architecture/system in support of internet/intranet applicants for the Court. Provide Data Conversion support for legacy systems. Provide technical direction in support and upgrade of several custom development efforts. Provide technical direction in the evolution of client-server systems to Web technologies (Oracle Portal, Java, etc.) Attend meetings upon request with management and/or user agencies relative to Court's case management system. Position requires an individual who enjoys working with and assisting others with technical issues. Performs tasks and other duties which may not be specially listed in the class specification but which are within general occupational category.

MINIMUM QUALIFICATION REQUIREMENTS

Graduation from college or equivalent technical trade school education in Computer Programming or three to five years' experience as an Oracle Developer. Ability to create complex PL/SQL queries and Oracle PL/SQL procedures and functions. Working knowledge of using Microsoft Technologies (HTML, CSS, C#, .Net and Microsoft SQL database programming). Have efficient skills in requirements analysis. Have excellent oral and written communication and interpersonal skills. High level of self-motivation and ability to work unsupervised. Be able to excel in a team environment and must be able to interact professionally with judges, public officials, professional personnel, as well as other court-related agencies. Ability to speak Spanish is a plus. Applicants are subject to background checks. A Prince George's County Circuit Court Application must be submitted for this announcement. Applications can be obtained at the address below.

CLOSING DATE: Open until Filled.

Apply To: Director of Human Resources
Court Administrative Office
Room M2407, Court House
Upper Marlboro, MD 20772
FAX (301) 952-4447 E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

**Prince George's County Circuit Court is an Equal Opportunity Employer, Committed to Diversity in the Workplace
This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.**

Reasonable accommodation upon request.