

**VERMONT JUDICIAL BRANCH**

**INFORMATION TECHNOLOGY SPECIALIST III**

**Court:** Research and Information

**Supervisor:** Director, RIS

**Job Code:** 05730J

**Exempt/Non-exempt:** Non-exempt

**Pay Grade:** 26

**Union Eligible:** Yes

**PURPOSE:**

Technical work providing support for the operation of large and small computer and telecommunications systems, all operating systems, hardware configurations and network connections. Class incumbents may function as the supervisor or team leader of focused work groups on a regular basis. The incumbent is the technical expert for all areas of information technology (IT), such as systems development and network administration. This is a senior level of a series and allows class incumbents considerable latitude where the guidelines and system limits allow for flexibility in adapting or combining numerous options, any of which could be correct, into different practical approaches or routines depending on the situation. Duties are performed under the supervision of an administrative or technical supervisor.

**ESSENTIAL JOB FUNCTIONS:**

- Recommends and develops plans for systems development and operations, hardware and software purchases, budget and staffing.
- Develop work specifications based on plans and objectives.
- Takes lead role in establishing optimal solutions to computing or telecommunications problems and performs the design of technical solutions.
- Designs new computer applications and modifications to existing systems.
- Installs and analyzes operating systems, network configurations, communications, and software.
- Responsible for in-house computer system or network including development of applications and system maintenance.
- Reviews and recommends technical purchases.
- Responds to user problems and works with users on problem definition and solutions.
- Performs hardware and software evaluations.
- Executes security provisions in accordance with established procedures.
- Provides reports as assigned.
- This position is responsible for all duties defined and other duties as assigned such as training other employees.
- The job entails the operation of various types of electronic equipment and new equipment may be introduced at any time.

**OTHER DUTIES AND RESPONSIBILITIES:**

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills

required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

### **ENVIRONMENTAL FACTORS:**

Duties are typically performed in an office setting with normal working conditions. Depending upon duties assigned, some travel may be necessary, for which private transportation may be needed. May be called upon to lift 25 pounds.

### **MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:**

(Required to perform the essential functions of the job.)

Bachelor's degree in computer science AND two (2) years or more of experience providing support to staff in the operation, maintenance, and installation of computer systems.

OR

Associate's degree in computer science or college level coursework that includes 15 computer science credits AND four (4) years or more of experience providing support to staff in the operation, maintenance, and installation of computer systems.

OR

Six (6) years or more of experience providing support to staff in the operation, maintenance, and installation of computer systems.

- Considerable knowledge of appropriate computer programming languages and techniques.
- Considerable knowledge of operation, characteristics, and capabilities of computer hardware, teleprocessing equipment, and forms handling equipment.
- Strong analytical skills, particularly as involves unit function, sequence of operations, and necessary outcomes.
- Awareness of budgetary and planning techniques and procedures.
- Ability to convert user specifications into a successful data processing application.
- Ability to communicate effectively, both orally and in writing.
- Ability to evaluate system performance.
- Ability to evaluate and estimate system development costs.
- Ability to establish and maintain effective working relationships.
- Ability to work under pressure from deadlines.