



Hamilton County, Ohio
Court of Common Pleas
Job Opportunity
An Equal Opportunity Employer

Posting Number:	42-51
Date Posted:	August 14, 2023
Deadline to Apply:	Until position filled

POSITION: CMSNet Analyst

DEPARTMENT: Hamilton County Court of Common Pleas – CMSNet
LOCATION: 1000 Main Street, Cincinnati, OH 45202
WORK HOURS: 70 Biweekly
FLSA STATUS: Salaried/Exempt
PAY RANGE: \$63,289 – 92,748 Annually

Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off

Listed below are the **QUALIFICATIONS** for the position:

A bachelor's degree from an accredited college or university with an emphasis in computer technology. Ability to lead technology projects using standard project management techniques. Working knowledge of applications used by CMSNet, including Microsoft operating systems, Microsoft Office, Novell, GroupWise, Oracle SQL*Plus, and Uniface. Working knowledge of network architecture and microprocessor hardware. Two years work experience in the information technology field in a project-driven environment is preferred.

Listed below is a summary of the **JOB DUTIES**:

This is a highly responsible position requiring independent judgment and an in-depth knowledge of technology. This individual assists in managing technology vendors and projects for various Court Management System Network (CMSNet) agencies. CMSNet is a group of Court related agencies that work cooperatively to integrate technology systems, procurement and support. This individual also assists in systems and network support in conjunction with vendors and other County personnel. Coordinates vendors to fulfill contractual obligations and complete the assignments of CMSNet. Analyzes, programs, tests, debugs and maintains databases as requested for CMSNet. Assists in development of annual and long-term strategic plans for CMSNet relating to technologies in order to direct the continuous improvement of information systems, technologies and services. Modifies data in CMSNet databases as requested using software interfaces such as Oracle SQL*Plus. Compiles, researches, analyzes and organizes data from various databases as directed. Works with Information Technology peers throughout the County and State to improve systems, services and processes as well as to reduce costs. Assists with support and development of web applications. Assists in development and review of technical reports and instructional manuals for documentation of program development. May act as Project Manager for assigned technology projects. Receives on-going training pertaining to technology and project management. Performs related duties as required.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume by e-mail, fax or mail.

E-mail: HRCourt@cms.hamilton-co.org
Fax: (513) 946-5809
Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202