



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

Posting Number: 42-53  
Date Posted: September 21, 2023  
Deadline to Apply: Open Until Filled

**POSITION: Information Technology Support Specialist**

**DEPARTMENT:** Hamilton County Court of Common Pleas  
**LOCATION:** 1000 Main Street, Cincinnati, OH 45202  
**WORK HOURS:** Full-time; 70 hours bi-weekly (*Normal work hours are 8:00 a.m. - 4:00 p.m., Monday – Friday; however, the position may require work beyond normal hours.*)  
**FLSA STATUS:** Salaried/ Exempt  
**SALARY:** \$48,516 – \$70,441 Annually  
**Highly Competitive Employee Benefits Package and Generous Paid Time Off**

Listed below are the QUALIFICATIONS for the position:

Must possess the knowledge, skills and abilities as listed in the job description.

A high school diploma, or its equivalent, and two years' work experience in the information technology field in a project-driven environment. Must be RCIC and LEADS certified or obtain certification within one year of employment, including new TAC training course. Prior experience working in the court system and/or a bachelor's degree from an accredited institution in information technology or related field is preferred.

*(To obtain a copy of the job description, please send your request to the e-mail address listed below.)*

Listed below is a summary of the JOB DUTIES:

The Information Technology Support Specialist is responsible for assisting the Technology Director with the daily administration of the Court's information technology operations. This individual is responsible for advising on technology, providing technical support, and maintaining the operational efficiency and integrity of the information systems network. Develops annual and long-term strategic plans relating to technology in the courts. Acts as Project Manager for court technology projects. Consults with Technology Director on policy changes related to technology. Analyzes, programs, tests, debugs and maintains databases, interfaces, and conversion programs including the Court Management System (CMS). Works with information technology peers throughout the County and State to improve systems, services, and processes as well as reduce costs. Assist the Technology Director in overseeing contracted vendors' duties. Prepares technical reports and instructional manuals as documentation of program development. Assists in small group and individual one-on-one training as needed. Assists in conducting staff orientation to the Court Management System (CMS). Formulates and maintains training schedules as needed. Serves as Terminal Agency Coordinator (TAC) for RCIC (Regional Crime Information Center) and LEADS (Law Enforcement Automated Data System). This includes scheduling, testing, providing information updates and ensuring security. Operates, monitors, and maintains courtroom audio/video recording equipment. Trains staff on the usage of the equipment. Schedules/coordinates video conferences utilizing software such as Zoom. Works with all areas of Municipal and Common Pleas Courts to resolve data problems and expedite data flow. 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](mailto:HRCourt@cms.hamilton-co.org)

**Fax:** (513) 946-5809

**Mail:** Hamilton County Courthouse  
ATTN: Krista Ventre  
1000 Main Street, Room 410  
Cincinnati, OH 45202