



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

Posting Number:	42-57
Date Posted:	February 5, 2024
Deadline to Apply:	Until position filled

**POSITION: CMSNet Analyst**

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**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:** \$65,504 – 95,995 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.

**Essential Functions**

- 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.

**Marginal Functions**

- Receives on-going training pertaining to technology and project management
- Performs related duties as required.

**Positions Supervised**

None.

**Knowledge, Skills and Abilities**

- Ability to lead technology projects using standard project management techniques
- Excellent written and oral communication skills as well as strong negotiation skills, as required for customer satisfaction and vendor accountability
- 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
- Ability to organize and instruct contracted vendors and other employees as directed
- Ability to research technological advances as they pertain to CMSNet
- Ability to maintain confidential information.

**Working Conditions**

Moderate noise in business office setting.

**Physical Demands**

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching and reaching with hands and arms.
- Must be able to transfer up to 40 pounds.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a copier, facsimile machine and a computer terminal, and to read reports, correspondence and instructions.
- Hearing ability sufficient to converse with other individuals, both in person and by telephone
- Speaking ability sufficient to communicate effectively with other individuals in person and by telephone.
- Ability to read and prepare reports.

**Communications**

Conveys and receives information in person, in writing, over the telephone, via facsimile machine, and by e-mail.

**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