

Position Posting Request – Court of Appeals of Virginia

Position Title – **Court Technologist**

Position Number –

Entrance Salary – **\$77,250.00**

Full-Time/Part-Time – **Full time**

Posting Date – **6/14/2024**

Closing Date – **open until filled**

Location -**Court of Appeals of Virginia Clerk’s Office – Richmond, Virginia**

Grade –

Please submit the specific job information according to the sections below:

Job Summary –

The Court of Appeals of Virginia seeks a Court Technologist to serve in the Clerk’s Office under the supervision of the Managing Deputy Clerk and Director of Court Operations. The position will provide technological support to all levels of staff and act as an intermediary between all sections of the Court and the Department of Judicial Information Technology. In addition, the Court Technologist will assist with improving and integrating business practices, developing and refining relevant operating procedures, and introducing new technologies and efficiencies to streamline the Court’s workflow. This is an advanced position that will require extensive study and knowledge of the Court’s processes and procedures, the technology currently in use, and technology that is available to assist in the needs of the Court.

This position offers a competitive benefits package, which includes vacation and sick leave, 13 paid holidays, health insurance, retirement, life insurance, deferred compensation, and short- and long-term disability.

Travel within the Commonwealth may be required. Some telework may be allowed at the discretion of the Clerk.

Essential Duties & Responsibilities –

- Serves as liaison between the Court and the Department of Judicial Information Technology (DJIT).
- Serves as technical representative of the Court in all technology related committees and meetings.
- Works directly with judges, executive management, and DJIT staff to align short- and long-term business goals and effectively communicate IT strategy, purpose, direction, and solutions.
- Ensures Court strategy is compatible and aligns with overall judicial branch technology strategy.
- Participates in and contributes to Court-wide technology initiatives.
- Recommends and introduces technological efficiencies to streamline Court processes.
- Manages and evaluates new and existing technology services to support and enhance Court processes.
- Identifies user training needs and orchestrates, oversees, and provides court-wide training on technology issues.
- Works with all levels of Court staff to solve simple, day-to-day IT-related issues.
- Facilitates communication with DJIT staff for more complex issues and works with DJIT staff to see those issues through to resolution.
- Facilitates onboarding and offboarding of Court staff with DJIT.
- Other duties as assigned by the Clerk.

Minimum Qualifications/Experience –

- Bachelor's degree in computer sciences, business administration or related field or an equivalent combination of training and experience.
- Thorough knowledge of Microsoft Office Suite, Adobe and Active Directory.
- Thorough knowledge of various video and audio file formats and associated software media players.
- Strong customer service and problem-solving skills including the ability to provide diligent, prompt, and courteous responses to users' questions or technology issues.
- Ability to work effectively under tight timelines and pressure.
- Possess excellent written and oral communication skills.
- Possess excellent reasoning and problem-solving skills.
- Ability to exercise independent judgment in decision making.
- Ability to interact professionally with all levels of Court personnel.

Preferred Qualifications/Experience –

- At least five years of progressively responsible related work experience.
- Experience working in a court or law office.
- Experience installing, configuring, and updating software applications, collaborating with software vendors, and ensuring the security of IT resources.

The best candidates will have a background of prompt and accurate completion of assignments, will be capable of prioritizing numerous tasks, are reliable, organized, detail-oriented, conscientious, and enjoyable to work with.

Applicant Information –

State application, resume, and cover letter are required. Applicants must apply online. Only interviewed applicants will be notified of the filling of the position. Please no phone calls or emails regarding the application status.