

COURT OF COMMON PLEAS, MONTGOMERY COUNTY
DOMESTIC RELATIONS DIVISION

1 of 4

DENISE L. CROSS, ADMINISTRATIVE JUDGE

TIMOTHY D. WOOD, JUDGE

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NOTICE OF VACANCY

NOTICE ISSUED: April 24, 2023

POSTING PERIOD: Through Friday, June 2, 2023

POSITION VACANCY: Information Systems Technician

DEPARTMENT: Management of Information Systems (MIS)

POSITION LOCATION: Dayton/Montgomery County Courts Building,
301 West Third Street, 3rd Floor

PAY/SALARY: \$50,107.20 - \$60,320.00 (commensurate with
experience)

BENEFIT PACKAGE: Position is full-time with benefits, including paid
sick and personal leave, vacation leave after one
year of service, pension, health care (with partial
pay by employee).

This position is an AT-WILL EMPLOYEE serving at the pleasure of the Court.

Please review the attached position description for summary of qualifications.

Persons applying are required to complete an Application for Employment, and submit with a current resume before close of business 4:00 p.m. on the last day of the posting period.

Submissions shall be sent to Jennifer A. Petrella, Court Administrator: 1) via email at D.R.EmploymentOpportunities@mcoho.org or 2) submit in person or 3) via U.S. postal mail at Montgomery County Domestic Relations Court, 301 W. Third Street, Second Floor, Dayton, Ohio 45402. Only timely and complete submissions will be considered.

AN EQUAL OPPORTUNITY EMPLOYER

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POSITION DESCRIPTION

Montgomery County Common Pleas Court

Domestic Relations
Revised: December, 2022

CLASSIFICATION TITLE: Information Systems Technician

FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
EXEMPTION TYPE	N/A	REPORTS TO	Manager of Information Systems
CIVIL SERVICE STATUS	Unclassified	WORK SCHEDULE	40 hours per week
POSITION INDICATOR	M79	DEPARTMENT	MIS

DISTINGUISHING JOB CHARACTERISTICS

Maintains Court computer network and systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Connects users to the network for file sharing, print services and e-mail functions. Troubleshoots and diagnoses network problems.

Conducts general maintenance to network and PCS for optimum performance.

Maintains network security, and performs backups of computer system in case of hardware failure.

Sets up security rights to files and directories for users.

Provides support for digital court reporting software & hardware.

Provides technical and troubleshooting support of hardware and software problems for end users.

Maintains and administers a mail server, and adds and deletes users, and creates groups for e-mail functions.

OTHER DUTIES AND RESPONSIBILITIES

Installs and configures new computers and installs all networking. Determines individual software requirements. Upgrades and replaces existing software and hardware.

EQUIPMENT OPERATED

Personal computers; file server; mail server; scanners; network hubs; printers; monitors; fax machines; copy machines; calculator.

CONTACTS WITH OTHERS

Judges; Magistrates; other department staff; Data Processing, Clerk of Court and other CIS staff; computer consultants; computer programmers and analysts, court staff from other counties.

CONFIDENTIAL DATA

Non-public and restricted access information contained in party files, personnel files, mediation files, and conciliation files. CSEA/SETS records pursuant to state and federal law. Court decisions, orders and other works in progress. In addition to confidential data, filings and other data are sensitive and may not be discussed or distributed pursuant to the Court's Code of Conduct.

WORKING CONDITIONS

Good office working conditions.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

USUAL PHYSICAL DEMANDS (continued)

While performing duties of this job, the employee regularly exhibits digital dexterity when working on the computer. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee occasionally bends and reaches when running cabling, plugging wires into personal computers, and other related tasks. Has ability to lift computer equipment, move kiosks, smart board, etc. averaging 60 pounds with and/or without dolly and like accommodating equipment. Employee converses verbally with others in person and by telephone. Vision demands include frequent close, relatively detailed vision using a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Microsoft computer operations and Microsoft Office applications; network administration; Ethernet TCP/IP environment; Windows 10 Windows server; Active Directory; data processing principles; computer hardware; PC software office products; supervisory principles.

Ability to: maintain confidentiality of confidential and sensitive subject matter; maintain effective work relationships with associates and job contacts; work independently; maintain office computer equipment.

Skill in: troubleshooting and repairing computer hardware, software and network problems; operating computers; application of Court software programs; constructing cables and wiring; typing; communicating effectively with computer users; and Windows operating systems; word processing; spreadsheets; database.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Associate's degree or comparable certification in computer Information Systems and one to three years hands on experience working with computer systems; training on Windows administration, advanced Window training, PC installation and repair.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

None

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee. The provisions of this job description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.