



**The Superior Court of California, County of Amador
Invites Applications for the Position of**

INFORMATION TECHNOLOGY TECHNICIAN

Final Filing Date – Open Until Filled

**Pay Rate: \$23.86 - \$31.74/Hour
(Full-Time; Confidential)**

POSITION SUMMARY

Under the direction of the IT Manager, the IT Technician supports the daily technology operations of the Court. The position provides technical assistance to staff; installs and maintains computer hardware and software; administers user accounts and system security; troubleshoots audio/visual and remote hearing technology; manages IT equipment inventory; and delivers basic training on essential software applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor computer systems, identifying and resolving issues with users, equipment, or systems integration.
- Communicate clearly and effectively, verbally and in writing, including explaining IT concepts in non-technical terms.
- Perform basic audio/video (A/V) system troubleshooting and set up technology for remote court proceedings.
- Install, configure, update, and repair computers and related equipment.
- Maintain security by adding and deleting user accounts, changing passwords, and assigning access rights in various privileged systems, including Microsoft 365 and the Court's case management system.
- Monitor and create local and cloud-based backups of systems to support the disaster recovery plan and routine data retrieval.
- Maintain equipment and asset management inventory.
- Serve as a representative of the Court, displaying courtesy, tact, consideration, and discretion in all interactions with staff, judicial officers, management, and with the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Computer operating systems and common office software such as Windows 11 and Microsoft 365, including Word, Excel, PowerPoint, Outlook and Teams.
- Zoom and Microsoft Teams remote meeting software.

IT Technician, Cont.

- Procedures, techniques, and tools used in the diagnosis and repair of software errors, computer equipment, and related components.
- Correct English usage, grammar, and spelling.
- Operating system utilities and other help desk tools.

PREFERRED QUALIFICATIONS

- Experience administering and managing Active Directory.
- Familiarity with SQL (Structured Query Language) for querying and managing databases.
- Programming or scripting experience with HTML, CSS, JavaScript, and/or Java.
- Experience with remote administration utilities (e.g. PuTTY or SSH) and basic Command Line Interface (CLI) tools to check network availability or run local diagnostic scripts.

EDUCATION AND EXPERIENCE

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be equivalent to the completion of coursework from an accredited college or vocational program in information technology, computer science, or a related field and/or documented relevant work experience with networks and/or personal computers.

ENVIRONMENTAL AND FUNCTIONAL FACTORS

Physical Demands

- Ability, as needed, to work in a stationary position for periods of time.
- Frequent movement within the various areas inside the building, including into courtrooms, to assist staff, perform job duties or transport equipment.
- Ability to lift and carry equipment weighing up to 50 pounds, including computers, monitors, uninterrupted power supply units, scanners, and printers.
- Some installation and maintenance activities involve reaching, stooping, crouching, and twisting of the neck and back.

Working Conditions

The Court is a climate-controlled facility. The following working conditions are typical:

- Ability to perform tasks requiring sustained concentration, and maintaining readiness to react quickly to emergency situations.
- Constant interaction with individuals with a wide variety of social, educational, and economic backgrounds.
- Frequent participation in group activities requiring interpersonal skills and cooperation.

IT Technician, Cont.

- Occasional work under the pressure of urgent deadlines and handling multiple assignments that may have conflicting demands or priorities.

PAY & BENEFITS

- This is a single classification series with a pay range of \$23.86 – \$31.74 per hour, depending on qualifications.
- Court sponsored health, vision and dental programs.
- Retirement Plan: CalPERS membership (2% at age 55 for classic members, 2% at age 62 for new members).
- Supplemental Retirement: 457 plan options (pre-tax or Roth).
- Additional Benefits offered: Long-Term Disability, Employee Assistance Program, Basic Life, and Accidental Death and Dismemberment (AD&D) Insurance.
- Employees accrue paid time off on a bi-weekly basis and the Court also observes 14 judicial holidays per year.

APPLICATION PROCESS:

Complete an Amador Superior Court application form and submit with your resume to:

**Amador Superior Court
500 Argonaut Lane, Jackson, CA 95642
Attn: Human Resources**

Email: hr@amadorcourt.org

*Application can be requested from the Amador Superior Court Website at
www.amador.courts.ca.gov*

The Superior Court of California, County of Amador is an Equal Opportunity Employer committed to fostering a diverse and inclusive workplace. We do not discriminate based on race, color, national origin, ancestry, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, age, medical condition, disability, marital status, military or veteran status, genetic information, or any other characteristic protected by federal, state, or local laws. We encourage all qualified individuals to apply and strive to create an environment where employees feel valued, respected, and empowered to succeed.

If you require reasonable accommodations during the recruitment process, please contact Human Resources at (209) 257-2685.