



Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

Opening Date:	October 30, 2009	Closing Date:	November 13, 2009
Job Title:	Applications Trainer	Position Type:	Regular
PIN:	063091	FLSA Status:	Exempt
Location:	Judicial Information Systems Annapolis, Maryland	Grade/ Entry Salary: (Depending on qualifications)	T7-\$40,517 - \$48,336 T8-\$43,137 - \$51,561 T9-\$45,938 - \$55,014
Financial Disclosure:	Yes		

Regular State employees subject to promotion/demotion policy

Essential Functions: Provides training and support for Judiciary application systems in coordination with court personnel, management, micro techs, and analysts/programmers. Assesses training requirements and develops user procedural documentation, course materials, database setup and maintenance, based on assessed needs. Works with Programmer/Analyst in the ongoing development, maintenance, testing, debugging, and database setup of systems including investigation and evaluation of systems problems and subsequent solution proposal and implementation.

Education: Bachelor's degree in Information Technology or other related field with specific coursework in the structure and use of information systems.

Experience: T07 - Two years of experience performing related duties as outlined above, one year of which must have involved training users in various applications.
T08 - In addition to above, an additional year of experience troubleshooting computer application and system problems.
T09 - In addition to above requirements for the T08 level, work experience must also include developing applications systems documentation.

Skills/Abilities: Excellent communication and presentation skills. Interpersonal skills that include the patience, tact and ability to work effectively with both technical and non-technical staff. Ability to develop, modify and deliver customer training programs to individuals and groups of systems users. Ability to identify and assist in troubleshooting user-defined problems to appropriate technical personnel. Must be familiar with and able to operate all systems hardware (terminals, personal computers, printers, and related equipment) used throughout the court system in order to provide onsite modifications to hardware and software. Proficiency in the assessment of training requirements and in the development of training programs/course materials preferably for computer related modules. Prior technical writing experience. Candidate must have the ability to travel to training sites throughout the state. Extended overnight stays are sometimes required. Must have the ability to perform all of the essential functions of this position.

Note: The work experience as specified above may be substituted for the education requirement on a year for year basis.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.