

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Security Desk Information Tech Tier I (Two (2) Positions)

GRADE: G-18 (Information Technology Engineer I)

ANNUAL SALARY: \$42,379

LOCATION: Information Technology Division, Circuit Court for Prince George's County, Upper Marlboro, MD

TYPICAL DUTIES: The candidate monitors and evaluates the performance of the Operations Command Center systems. Duties include but are not limited to: assisting with maintaining and monitoring meaningful events that are instrumental in preventing incidents that will impact the courthouse; protecting the courthouse environment by defining access privileges, control structures, and resources; recognizing problems by identifying abnormalities; reporting violations; implementing security improvements by assessing current situation; evaluating trends; determining security violations and inefficiencies by monitoring cameras; upgrading security equipment; preparing incident reports for the Director of IT; maintaining quality service by following security protocol; reviewing publications; replacing and adjusting security equipment. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

Bachelor's degree in computer science, information technology, or a closely related field. Any equivalent combination of education, training, and experience. Working knowledge of Windows and in Network Environment is required. Knowledge of standard computer operating systems. Ability to analyze hardware issues and determine possible solutions. Ability to document and maintain accurate records. Ability to read and understand technical manuals and information; and, apply knowledge gained to the work environment. Ability to exercise a high degree of judgment, demonstrate diplomacy and strong analytical skills. Ability to speak Spanish is a plus

Preferred Experience: Four (4) years of work experience in the IT field is preferred.

REQUIRED INFORMATION

A Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications are available at the address below or under the Judicial Section of the Prince George's County's website: <http://princegeorgescourts.org/jobs.aspx>.

CLOSING DATE: Applications must be received by 5 p.m. EST on Monday, October 21, 2019.

APPLY TO: Department of Human Resources
Room M2407, Courthouse, Upper Marlboro, MD 20772
FAX (301) 952-4447 E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

The Circuit Court for Prince George's County is an Equal Opportunity Employer committed to diversity in the workplace. This Court does not discriminate based on Race, Religion, Color, Sex, Age, National Origin or Disability.

Reasonable accommodation upon request.

Information Technology Technician Tier 2 - Supplemental Questionnaire

1. Which of the following best describes your level of completed education? **Please select all that apply.**

- a. Associates Degree
- b. Bachelor's Degree
- c. master's degree
- d. Technology Certificate(s) **Please Specify:** _____
- e. Other Please Specify: _____

2. Please select your field of study.

- a. Information Technology
- b. Computer Science
- c. Other Please Specify: _____

3. How many years of experience do you have working with Windows and in a Network environment?

- a. I do not have any experience with Windows and in a Network environment.
- b. Less than 1 year of experience
- c. At least 1 year or more of experience

4. Describe in detail your experience with Windows and in a Network environment. Identify the period of employment where you utilized these skills, including the name of the employer and your job title. Please do not type "See Resume". If no experience, enter "N/A".

5. Do you have any court experience?

- a. Yes
- b. No

6. If you responded "Yes" to question # 5, please describe in detail your court experience and include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".