



Notice of Employment Opportunity

Position number: K0063775

Location of Employment: Sedgwick County Courthouse, Wichita, Kansas

Position/Salary and Benefits: System Administrator II – Grade 46, \$64,468, \$66,065 at six months and \$71,088 with one year of satisfactory performance

Kansas Judicial Branch Benefits [State Employment Center - Benefits \(ks.gov\)](https://www.ks.gov/state-employment-center/benefits)

Job duties: This position directly supports and is physically located in the 18th Judicial District, Wichita, KS. This position performs technical work in computer hardware and software related to Windows servers and applications, including specialized support assisting the courts and offices in the Kansas Judicial Branch with the implementation and continued support of a new centralized case management system. This position will work with external stakeholders (such as the district attorney's office, court trustee's office, sheriff's office, and community corrections). Complex analysis of system requirements and organizational structure will be required to recommend system design, controls, and protocols to ensure smooth integration of current and future application systems. Duties include managing the organization and documentation of business requirements according to customer needs; designing and developing application integrations between systems; analyzing user requests to determine parameters of required programs; and assisting with the coordination and training of employees and external stakeholders. This position also oversees a technical team of 8 staff, assigning and overseeing their work, performing evaluations, and managing their time. This position reports to the Kansas Judicial Branch Deputy Director of Information Services, with a reporting line to the District Court Administrator for work assignments and priorities.

Examples of Work Performed: (Any one position may not include all of the specific duties listed, nor do the examples cover all the duties which may be performed.)

- Provides leadership and manages the unit; makes decisions.
- Assists/Coordinates in troubleshooting software application end-user support.
- Solves problems with technical solutions; develops unit procedures.
- Conducts meetings; represents unit at internal and external meetings.
- Manages employees and team performance; coaches, counsels, and motivates employees; evaluates employees.
- Architects and recommends future design initiatives. Assists with disaster recovery planning and testing.

Required education and experience: Requires a bachelor's degree, preferably in computer science or business information systems, or a related field, plus four years' experience performing duties similar to those described above. Additional relevant experience may be substituted for the required education on a year-for-year basis for the formal education requirements.

Preferred qualifications: Experience with database management and programming as well as using programming and development tools. Microsoft Windows and Server OS management and administration. Management of Microsoft SQL Server and Oracle technologies from a development or programming perspective; Solid experience in problem analysis and resolution of software problems; Must excel in a fast-paced environment where critical thinking and strong problem solving skills are required for success; Innovative thinker who is positive, proactive, and readily embraces change; Ability to handle users professionally during all interfaces and possesses strong written and verbal communication skills.

Application deadline: Open until filled

The Americans with Disability Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunity for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch at ada@kscourts.org. TDD users may call through the Kansas Relay Center at 800-766-3777 or 711.

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