



## Notice of Employment Opportunity

**Position number:** K0066585

**Location of Employment:** Office of Judicial Administration located in Wichita KS

**Position/Salary and Benefits:** Programmer II, Grade 45, \$34.99 hourly, at six month \$35.89, and \$38.60 at one year with satisfactory performance.

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

**Job Duties:** This position is responsible for technical work in the development, maintenance, troubleshooting and implementation of court technology solutions, including a new centralized case management system. Work involves the study of more detailed systems requirements; troubleshooting hardware and software issues; researching and implementing solutions; working closely with vendors on 3<sup>rd</sup> party software; and assisting users with court technology as needed. Work is performed independently within established guidelines and is reviewed by technical supervisors for adequacy and correctness.

**Duties will include (but are not limited to):**

- Perform basic troubleshooting of courtroom audio and video technology.
- Provide Tier 1 and 2 Help Desk support for court staff.
- Perform analysis, design, coding, and associated programming tasks required to produce reports, automate processes or to maintain information files.
- Install, troubleshoot, and maintain select court software.
- Inventory, setup and maintain select court equipment.
- Research technology solutions for issue resolution, continuous improvement, and process efficiency.
- Work with Office of Judicial Administration, external stakeholders and outside vendors as required.
- Document issues, resolutions, and procedures.
- Maintain integrity of court data.

**Required Education and Experience:** Requires a bachelor's degree, preferably in computer science or business information systems with major course work in project management, or a related field, plus four years' experience performing duties like those described above. Additional relevant experience may be substituted for the required education. Required experience includes a working knowledge of database structures, modeling, and elements; the ability to analyze data for accuracy; a working knowledge of programming techniques; the ability to create and interpret logic flow charts and diagrammatic representations of workflow; and experience troubleshooting

technology issues. The successful candidate will also have good organizational and time management skills, excellent problem-solving skills, the ability to interface with users and translate their needs, and a willingness to learn new technologies and skills.

**Preferred technical experience in the following:**

- Microsoft O365
- SQL databases
- SQL querying
- SharePoint
- Microsoft Power Platform
- AutoIT
- XML
- Zoom video conferencing
- API's (SOAP)
- Report Builder (SSRS)

The Americans with Disability Act ensures your right to reasonable accommodations during the employment process. A request for 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](mailto:ada@kscourts.org). TDD users may call through the Kansas Relay Center at 800-766-3777 or 711.

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**The Kansas judicial branch does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.**