



# Administrative Office of the Courts

## JOB OPPORTUNITY BULLETIN

COUNTY-FUNDED POSITION

**POSITION TITLE:** Computer Specialist II  
**STARTING SALARY:** \$46,681.44/annually

**DEPARTMENT:** Court Technology  
**PAY GRADE:** 30

**This position will be stationed at the Main Judicial Complex**  
**[205 North Dixie Highway, West Palm Beach, Florida 33401](#)**

### SUMMARY:

This is skilled technical work administering support for a Windows based desktop environment. The Computer Specialist II provides end user technical support for Court Administration staff.

### MINIMUM QUALIFICATIONS:

Associate's degree with one year work experience including support of LAN/Server or minicomputer-based systems; or any equivalent combination of related training and experience.

*PREFERRED: One year experience in computer desktop support in Microsoft Windows ( 8 or greater) environment.*

*Also Desirable: Microsoft Certified Solutions Expert (MCSE)*

### ESSENTIAL DUTIES:

- Provides responsible technical support for a Microsoft Windows based desktop/tablet environment for Court Administration's computer users.
- Provides technical support for Windows tablets, non-Windows based tablet and smart phone devices.
- Performs recovery and disk management/imaging duties.
- Performs technical support on all court electronic systems as required.
- Recommends purchases to enhance user and/or network effectiveness.
- Installs, supports and maintains desktop computers, laptops, tablets, mobile devices and peripherals ensure effective equipment operation.
- Assists users with problem resolution in the operation of computer hardware and software in the five Palm Beach County courthouses.
- Travels to different courthouses located in Palm Beach County to provide technical support, as needed.
- Corrects inaccurate data, updates, adds, revises or deletes data from computer files.
- Participates in large and small technology projects as needed.
- Performs related work as required and defined in the Palm Beach County job description for Computer Specialist II.
- Establishes working relationships with judges, court personnel, attorneys, law enforcement, social services, witnesses, and the general public.
- Good customer service, good writing skills.

### HOW TO APPLY:

Interested parties should electronically send the application package to: **Tammy Anton** at [CAD-Recruiting@pbcgov.org](mailto:CAD-Recruiting@pbcgov.org).

Each completed package shall include the following:

- Cover Letter
- Resume
- Palm Beach County employment application form, available at the following link:
- <http://discover.pbcgov.org/humanresources/PDF/Recruitment/Application%20Employment.pdf>

### NOTICE:

Incomplete applications will not be considered. Applications will continue to be received until the position is filled. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on any of the protected classes.

**If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Tammy Anton, Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled either in-person or telephonic interview; if you are hearing or voice impaired, call “711.”**