



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

COUNTY-FUNDED POSITION

POSITION TITLE: Computer Specialist II
STARTING SALARY: \$46,681/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 a desktop support position supporting Windows PCs/tablets and iPhone/iPad devices for the judges and support staff of the Fifteenth Judicial Circuit Court's five Palm Beach County courthouses. Additional responsibilities include printer support, AV support and Active Directory Support.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with an associate's degree in computer science or closely related field.
- Minimum of one year experience including support of LAN/Server or minicomputer-based systems.
- Strong preference given for one year experience in computer desktop support in Microsoft Windows 10/Office 16 environment. Also desirable: Microsoft Certified Professional (MCP) and experience supporting Apple mobile devices.

ESSENTIAL DUTIES:

- Providing responsible technical desktop support for a Windows based desktop/tablet environments for the Fifteenth Circuit Court's computer users.
- May provide technical support for 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.
- Install, support and maintain 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.
- Performs related work as required and defined in the Palm Beach County job description for Computer Specialist II.
- Interacting with other Judges, Clerk of Court staff, attorneys, law enforcement personnel, bailiffs, social services, witnesses, and the general public.

HOW TO APPLY:

Interested parties should electronically send the application package to: **Tammy Anton** at 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."