



Administrative Support I

Details

Job ID : 467

Title : Administrative Support I

Job Code : 401

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Court Services
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS



Administrative Support I

Job Duties

- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED





Administrative Support II

Details

Job ID : 470

Title : Administrative Support II

Job Code : 501

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY
- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS



Administrative Support II

Job Duties

- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED



Administrative Support III

Details

Job ID : 469

Title : Administrative Support III

Job Code : 601

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception
- Administrative Services - Auditing Services
- Court Services - Records and Statistics
- Drug Court
- Court Services - Education
- Technology Services
- Juvenile Services
- Office Of General Counsel
- Pretrial Services
- Court Services - Mediation
- Court Services - Clerk Services
- Court Services - Court Interpreting
- Administrative Services - Real Property
- Administrative Services

Purpose

RESPONSIBLE FOR ADMINISTRATIVE AND CLERICAL DUTIES SUPPORTING THE DEPARTMENT STAFF AND PROGRAMS, INCLUDING THE PREPARATION, REVIEW, AND MAINTENANCE OF DEPARTMENT RECORDS AND POLICIES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE COURT EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL MAY BE REQUIRED
- MICROSOFT OFFICE

Job Preferred Knowledge

- CUSTOMER SERVICE EXPERIENCE

Job Duties

- MAY ANSWER DEPARTMENT PHONE CALLS
- MAY COORDINATE SCHEDULES AND/OR TRAVEL FOR STAFF AND/OR CONFERENCES/MEETINGS
- MAY PREPARE AND MAINTAIN A VARIETY OF DEPARTMENTAL DOCUMENTS AND RECORDS, INCLUDING DATABASES
- MAY MONITOR AND ORDER DEPARTMENT SUPPLIES AND/OR EQUIPMENT
- MAY MAINTAIN DEPARTMENT INVENTORY



Administrative Support III

Job Duties

- MAY ASSIST WITH INDIVIDUAL DEPARTMENT DUTIES SUCH AS SPECIAL PROJECTS, GRANTS, SITE VISITS, SITE AUDITS, COMPILATION OF JURY LISTS, TRACKING OF LEGISLATIVE BILLS AND OTHER INDIVIDUAL DEPARTMENT RELATED TASKS
- MAY PERFORM DEPARTMENT PERSONNEL FUNCTIONS
- MAY PRODUCE AND ASSESS REPORTS TO ASSIST IN STATEWIDE MANAGEMENT
- MAY HANDLE SPECIALIZED PROGRAM ELEMENTS IN THE ABSENCE OF MANAGERS
- OTHER DUTIES AS ASSIGNED





CADD Technician

Details

Job ID : 343

Title : CADD Technician

Job Code : 844

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

PERFORMS ONSITE SPACE MEASUREMENT AND MANAGES DATABASE.

Required Qualifications

Education : 2 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- AUTOCAD – CURRENT EDITION
- 2 YEAR DEGREE MUST BE IN CONSTRUCTION TECHNOLOGY OR CADD
- 2 YEARS RELATED EXPERIENCE MUST BE WITH CADD

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

Job Duties

- PERFORMS ONSITE SPACE MEASUREMENTS
- CADD OPERATOR
- MANAGES MASTER COUNTY FILES
- ASSISTS WITH INVENTORY
- DESIGNS MAPS
- OTHER DUTIES AS ASSIGNED



Court Security Inspector

Details

Job ID : 278

Title : Court Security Inspector

Job Code : 1018

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR MONITORING AND COORDINATING COURT SECURITY PROGRAMS

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 20 Years of Related Experience

Job Required Knowledge

- 20 YEARS OF RELATED EXPERIENCE MUST INCLUDE FULL TIME EXPERIENCE WITH THE KY STATE POLICE AS A SWORN LAW ENFORCEMENT OFFICER; THIS POSITION IS AN EXCEPTION TO THE PROHIBITION OF HIRING RETIRED PERSONS. CANDIDATES MAY BE RETIRED FROM KY STATE POLICE.

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- 4 YEAR COLLEGE DEGREE

Job Duties

- PLAN, ORGANIZE, AND EXECUTE COURT-RELATED SECURITY PLANS
- TRAIN LOCAL LAW ENFORCEMENT PERSONNEL ON COURT SECURITY ISSUES
- PROVIDE SECURITY DURING HIGH PROFILE CASES
- PERFORM ROUTINE SECURITY DUTIES WITHIN COURTHOUSE
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- EXTENSIVE TRAVEL WITH OVERNIGHT REQUIREMENTS



Design Specialist I

Details

Job ID : 406

Title : Design Specialist I

Job Code : 840

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR DESIGN EXECUTION AND REVIEW.

Required Qualifications

Education : 2 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 2 YEAR DEGREE MUST BE IN CONSTRUCTION RELATED FIELD
- 3 YEARS OF EXPERIENCE MUST BE IN CONSTRUCTION MANAGMENT, LEASING OR RELATED FIELD

Job Skills/Abilities

- MICROSOFT OFFICE
- AUTOCAD
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- RESOLVES SPACE ISSUES
- CONDUCTS SPACE ALLOCATIONS
- DESIGNS MAPS
- ADMINISTERS REAL PROPERTY LEASING PROCEDURES
- IMPLEMENTS COURT OF JUSTICE POLICIES AND PROCEDURES
- PERFORMS ON-SIGHT INSPECTIONS
- COORDINATES MOVES AND SERVICES
- OTHER DUTIES AS ASSIGNED



Design Specialist II

Details

Job ID : 412

Title : Design Specialist II

Job Code : 940

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR DESIGN EXECUTION AND REVIEW.

Required Qualifications

Education : 2 Year College Degree in Related Field

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- 2 YEAR DEGREE MUST IN CONSTRUCTION RELATED FIELD
- 3 YEARS OF EXPERIENCE MUST BE AS A DESIGN SPECIALIST I

Job Skills/Abilities

- MICROSOFT OFFICE
- AUTOCAD
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- RESOLVES SPACE ISSUES
- CONDUCTS SPACE ALLOCATIONS
- DESIGNS MAPS
- ADMINISTERS REAL PROPERTY LEASING PROCEDURES
- IMPLEMENTS COURT OF JUSTICE POLICIES AND PROCEDURES
- PERFORMS ON-SIGHT INSPECTIONS
- COORDINATES MOVES AND SERVICES
- OTHER DUTIES AS ASSIGNED



Design Specialist III

Details

Job ID : 419

Title : Design Specialist III

Job Code : 1040

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR DESIGN EXECUTION AND REVIEW.

Required Qualifications

Education : 2 Year College Degree in Related Field

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 2 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 4 YEARS OF EXPERIENCE MUST BE AS DESIGN SPECIALIST II

Job Skills/Abilities

- MICROSOFT OFFICE
- AUTOCAD
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- RESOLVES SPACE ISSUES
- CONDUCTS SPACE ALLOCATIONS
- DESIGNS MAPS
- ADMINISTERS REAL PROPERTY LEASING PROCEDURES
- IMPLEMENTS COURT OF JUSTICE POLICIES AND PROCEDURES
- PERFORMS ON-SIGHT INSPECTIONS
- COORDINATES MOVES AND SERVICES
- OTHER DUTIES AS ASSIGNED



Financial Services - Supervisor

Details

Job ID : 420

Title : Financial Services - Supervisor

Job Code : 1131

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR SUPERVISING FINANCIAL STAFF AND OVERSIGHT OF BUDGETARY CONCERNS

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEAR COLLEGE DEGREE MUST BE IN BUSINESS

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

Job Duties

- SUPERVISES FINANCIAL STAFF
- ASSIGN JOBS TO STAFF
- IMPLEMENT COURT OF JUSTICE POLICIES AND PROCEDURES
- RECOMMENDS CORRECTIVE ACTION TO COURT OFFICIALS AND CONTRACTORS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS ON FINANCIAL MATTERS
- ADMINISTERS COUNTY REIMBURSEMENTS AND PRIVATE SECTOR LEASE PAYMENTS
- OTHER DUTIES AS ASSIGNED



HVAC Specialist

Details

Job ID : 350

Title : HVAC Specialist

Job Code : 1016

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

PRIMARILY RESPONSIBLE FOR OVERSIGHT SPECIFIC PROJECTS IN HEATING & AIR CONDITIONING, AND GENERAL CONSTRUCTION, RENOVATION PROJECT MANAGEMENT.

Required Qualifications

Education : 2 Year Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Required Knowledge

- 2 YEAR DEGREE MUST BE IN HVAC AND INCLUDE A HVAC LICENSE
- 5 YEARS RELATED EXPERIENCE MUST IN HVAC

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

Job Duties

- PROVIDES OVERSIGHT ON HEATING AND AIR CONDITIONING ISSUES
- PROVIDES OVERSIGHT ON ROOF, WINDOW, AND OTHER PROJECTS
- DRAWS PLANS AND WRITES SPECIFICATIONS
- ATTENDS BID OPENINGS
- ASSISTS COUNTY OFFICIALS AND PROFESSIONAL SERVICE PROVIDES IN RESOLVING ISSUES
- OTHER DUTIES AS ASSIGNED



Maintenance I

Details

Job ID : 359

Title : Maintenance I

Job Code : 405

Salary : \$1,667.00 (Monthly)

Grade : 4

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR CUSTODIAL OVERSIGHT OF AOC AND COURT OF APPEALS CENTRAL OFFICES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 1 Year of Work Experience

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS
- LIMITED TRAVEL

Job Duties

- PERFORMS GENERAL MAINTENANCE/LIMITED CLEANING AT AOC AND COURT OF APPEALS
- PERFORMS MINOR REPAIRS, PAINTING
- PROVIDES OVERSIGHT FOR CUSTODIAL SERVICE AND RECYCLING
- OTHER DUTIES AS ASSIGNED



Maintenance III

Details

Job ID : 361

Title : Maintenance III

Job Code : 605

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR CUSTODIAL OVERSIGHT OF AOC AND COURT OF APPEALS CENTRAL OFFICES.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEARS RELATED EXPERIENCE MUST COURT EXPERIENCE

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS
- LIMITED TRAVEL

Job Duties

- PERFORMS GENERAL MAINTENANCE/LIMITED CLEANING AT AOC AND COURT OF APPEALS
- PERFORMS MINOR REPAIRS, PAINTING
- PROVIDES OVERSIGHT FOR CUSTODIAL SERVICE AND RECYCLING
- OTHER DUTIES AS ASSIGNED



Occupational Safety & Health Administrator

Details

Job ID : 340

Title : Occupational Safety & Health Administrator

Job Code : 916

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR MAKING SURE ALL COURT OCCUPIED BUILDINGS ARE COMPLIANT TO OSHA AND ADA, AND KNOWN ENVIRONMENTAL STANDARDS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 2 Years of Related Experience

Job Required Knowledge

- CONSTRUCTION AND WORKPLACE SAFETY STANDARDS
- OSHA CERTIFIED TRAINING AND CERTIFICATION

Job Skills/Abilities

- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

Job Duties

- INSPECTS, REVIEWS, AND REPORTS ON OSHA, ADA, AND ENVIRONMENTAL ISSUES
- RECOMMENDS CORRECTION ACTION FOR COMPLIANCE ISSUES
- ASSISTS COURT OFFICIALS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS IN RESOLVING ISSUES
- PROVIDES OVERSIGHT ON NEW CONSTRUCTION AND RENOVATION PROJECTS AS NEEDED
- OTHER DUTIES AS ASSIGNED



Real Property Coordinator I

Details

Job ID : 344

Title : Real Property Coordinator I

Job Code : 814

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

DESIGNS OFFICE LAYOUTS, COORDINATES RENOVATION PROJECTS, AND/OR ADMINISTERS REAL PROPERTY LEASES.

Required Qualifications

Education : 2 Year Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 2 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 3 YEARS OF EXPERIENCE MUST BE IN CONSTRUCTION MANAGEMENT, LEASING, OR RELATED FIELD

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- EXPERTISE IN DESIGN DOCUMENTS
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- RESOLVES SPACE ISSUES
- DESIGNS OFFICE LAYOUTS USING AUTOCADD
- RECOMMENDS FURNITURE CHOICES
- PLACES FURNITURE ORDERS
- MANAGES RENOVATION PROJECTS
- DESIGNS AND REVIEWS FLOOR PLANS
- CONDUCTS SPACE ALLOCATIONS
- DESIGNS MAPS
- ADMINISTERS REAL PROPERTY LEASING PROCEDURES
- REVIEWS NEED, ADVERTISES FOR SPACE
- PERFORMS ON-SIGHT INSPECTIONS
- COORDINATES MOVES AND SERVICES
- OTHER DUTIES AS ASSIGNED



Real Property Coordinator II

Details

Job ID : 345

Title : Real Property Coordinator II

Job Code : 914

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

DESIGNS OFFICE LAYOUTS, COORDINATES RENOVATION PROJECTS, AND/OR ADMINISTERS REAL PROPERTY LEASES.

Required Qualifications

Education : 2 Year Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 2 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 3 YEARS OF EXPERIENCE MUST BE AS A REAL PROPERTY COORDINATOR I

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- EXPERTISE IN DESIGN DOCUMENTS
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- RESOLVES SPACE ISSUES
- DESIGNS OFFICE LAYOUTS USING AUTOCADD
- RECOMMENDS FURNITURE CHOICES
- PLACES FURNITURE ORDERS
- MANAGES RENOVATION PROJECTS
- DESIGNS AND REVIEWS FLOOR PLANS
- CONDUCTS SPACE ALLOCATIONS
- DESIGNS MAPS
- ADMINISTERS REAL PROPERTY LEASING PROCEDURES
- REVIEWS NEED, ADVERTISES FOR SPACE
- PERFORMS ON-SIGHT INSPECTIONS
- COORDINATES MOVES AND SERVICES
- OTHER DUTIES AS ASSIGNED



Service Technician

Details

Job ID : 352

Title : Service Technician

Job Code : 514

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR WORK ORDER SYSTEM, SCHEDULING SERVICE CALLS, AND PLACING ORDERS.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Work Experience

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- RECEIVES SERVICE ORDERS
- COORDINATES SERVICE ORDERS WITH STAFF AND VENDORS
- OVERSEES FAX MACHINE AND COPIER INSTALLATIONS, RELOCATIONS, AND SERVICE
- IDENTIFY EQUIPMENT PROBLEMS
- OTHER DUTIES AS ASSIGNED



Supervisor - Real Property Services

Details

Job ID : 341

Title : Supervisor - Real Property Services

Job Code : 1114

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR SUPERVISING REAL PROPERTY STAFF AND OVERSIGHT OF MAINTENANCE, RENOVATION, AND LEASING.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN BUSINESS OR CONSTRUCTION MANAGEMENT

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- SUPERVISES REAL PROPERTY STAFF
- ASSIGN JOBS TO STAFF
- IMPLEMENT COURT OF JUSTICE POLICIES AND PROCEDURES
- PROVIDES OVERSIGHT ON RENOVATION, SPACE PLANNING, AND LEASING PROJECTS
- RECOMMENDS CORRECTIVE ACTION TO COURT OFFICIALS AND CONTRACTORS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS
- ATTEND MEETINGS TO OFFER SOLUTIONS ON MAINTENANCE, OPERATIONS, AND SPACE ISSUES IN URBAN GOVERNMENT FACILITIES
- OTHER DUTIES AS ASSIGNED



Unit Supervisor - Court Security

Details

Job ID : 239

Title : Unit Supervisor - Court Security

Job Code : 1223

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR COORDINATING AND SUPERVISING ALL DUTIES AND PROGRAMS ON A STATEWIDE BASIS WITH ELECTED OFFICIALS AND STAFF. THIS ENTAILS SEEING THAT ALL NECESSARY ADMINISTRATIVE FUNCTIONS ARE CARRIED OUT AND COMPLETED. IMPLEMENTS CENTRAL OFFICE DIRECTIVES AND ALSO INFORMS CENTRAL OFFICE OF LOCAL NEEDS AND PROBLEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Required Knowledge

- EXPERIENCE WITH WINDOWS AND MICROSOFT OFFICE SUITE
- 5 YEARS OF RELATED EXPERIENCE MUST BE FULL TIME COURT SECURITY EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

Job Duties

- OVERSEE MANAGEMENT, STAFF AND ASSIGNMENT OF COURT SECURITY INSPECTORS STATEWIDE
- ADVISE COURT OF JUSTICE OFFICIALS ON SECURITY
- COORDINATES WITH LOCAL LAW ENFORCEMENT AND ELECTED OFFICIALS ON HIGH SECURITY TRAILS, PUBLIC SAFETY AND ONGOING COMPLAINTS RELATED TO COURT FACILITY SECURITY
- WORK WITH AOC FACILITIES DURING THE PLANNING AND CONSTRUCTION OF NEW COURT FACILITIES
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- STATEWIDE TRAVEL WITH OVERNIGHT REQUIREMENTS



Workflow Coordinator

Details

Job ID : 455

Title : Workflow Coordinator

Job Code : 841

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR OVERSEEING AND MANAGING FACILITIES WORKORDER TRACKING SYSTEM

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- KNOWLEDGE OF PROPERTY ACCOUNTABILITY, WORK MANAGEMENT PROCUREMENT SYSTEMS AND PROCESSES

Job Skills/Abilities

- EXCELLENT COMMUNICATION AND CUSTOMER SERVICE SKILLS
- COMPUTER AND DATA ENTRY PROFICIENCY
- ATTENTION TO DETAIL

Job Duties

- RECEIVES AND ENTERS ALL FACILITIES WORK REQUESTS
- TRACKS PROJECTS AND GENERATES REPORTS REGARDING STATUS OF EXISTING PROJECTS
- GENERATES AND PROCESSES CUSTOMER SERVICE FEEDBACK DOCUMENTS
- OTHER DUTIES AS ASSIGNED