

# PC ADMINISTRATOR - REGISTER OF WILLS

<b>DATE OPENED</b>	8/9/2017
<b>FILING DEADLINE</b>	OPEN UNTIL FILLED
<b>SALARY</b>	\$46,857.00 to \$60,815.00 /year commensurate with experience
<b>EMPLOYMENT TYPE</b>	Full-Time
<b>WORK LOCATION</b>	Anne Arundel County Register of Wills Circuit Courthouse 7 Church Circle Annapolis, MD 21404

## POSITION DUTIES

The Anne Arundel County Register of Wills is currently recruiting for a PC Administrator in the Annapolis Circuit Courthouse. This position will work under the direction of the IT Director and serve at the pleasure of the Register. This position requires an intermediate level of work experience in planning, integrating and maintaining software, hardware and server networks to include operating systems software and network communications software. This position serves as the sole programmer/tester for new applications and support for existing applications, in ASP.Net/C#. Environment is 100% Microsoft – Server 2003/2012, SQL Server 2014, Visual Studio 2010 and 2017. Most existing applications are .Net v4.5.2. Applicant is required to have a demonstrable knowledge of ASP.Net, C#, HTML, Javascript, and SQL. Applicant must have good verbal communication and writing skills to work with other members of the agency, including the IT Director, to develop requirements for new software. Applicant will work in a live production environment. Other web programming experience is preferred but not required, specifically PHP/Wordpress.

Applicant will also work as an assistant to the IT Director for the agency performing normal day-to-day desktop support. Applicant must have good hardware and software troubleshooting knowledge and experience. Because the applicant will work with sensitive data, confidentiality is required. The candidate will perform other duties as required.

**NOTE: There is no telecommuting or offsite work option for this position. All candidates must interview in-person with the Register of Wills. All applicants should currently live within a commuting distance to Annapolis, MD or relocate at their own expense. Due to State hiring guidelines, we can only hire U.S. citizens and permanent residents. This position is a political special appointment and thus serves at the pleasure of the appointing authority.**

## MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

**Education:** Additional years of experience can be substituted for education (see note). An associate's degree (if accompanied by required years experience) or a bachelor's degree from an accredited college or university in Computer Information Technology, Management Information Systems, or other Information technology related field to include developer related course work in local or wide area microcomputer or mini computer networks.

**Experience:** Two or more years of experience planning, integrating and maintaining software and hardware for local and wide area PC or Server Networks. Candidate must have intermediate to proficient experience in the following: ASP.net, C#, Microsoft, Visual Studio, HTML, JavaScript and Database SQL.

**Note:** Additional experience planning, integrating and maintaining software and hardware for local and wide area PC or server networks experience may be substituted on a year for year basis for the required education.

## **DESIRED OR PREFERRED QUALIFICATIONS**

A+ plus certification preferred but not required.

Excellent oral and written communication skills.

Prior court or law experience is a plus, but not required.

Experience and ability to research, troubleshoot and investigate independently.

Team player with leadership skills.

Ability to effectively manage and train users in computer network software and hardware.

Ability to prepare statistical and narrative reports of network activities and special projects.

Ability to conduct business needs assessments; makes and implement recommendations and/or upgrades.

Ability to attend workshops, seminars and training classes as determined necessary.

Disaster planning/continuity of operations experience is preferred.

Ability to maintain strict confidentiality and system security as required by policy, procedure and law.

PHP/Wordpress experience is helpful, but not required.

## **SPECIAL REQUIREMENTS:**

1. This position is considered a political special appointment "at-will", and serves at the pleasure of the appointing authority, the Register of Wills for Anne Arundel County.
2. Best qualified candidates, determined by the IT Director and Register, will be subject to complete an interview process which may include testing and are required to sign a disclosure form.
3. The selected candidate must pass any testing and a background examination.
4. The State of Maryland requires that all applicants be either a) a U.S. citizen or b) a permanent resident of the United States.

## **BENEFITS**

### **STATE OF MARYLAND BENEFITS**

## **FURTHER INSTRUCTIONS**

Submit a cover letter, resume, and references to Catherine Gates, HR Administrator at the email address below:

[cgates@registers.maryland.gov](mailto:cgates@registers.maryland.gov)