



**Superior Court of the State of California
County of Kings
1640 Kings County Drive Hanford, CA 93230
(559)582-1010 Extension 6021**

Job Announcement

IT SUPPORT TECHNICIAN

Starting Hourly Rate: \$ 27.91

JOB OPPORTUNITY

The Superior Court of California, County of Kings, is accepting applications for a full-time IT Support Technician. This is an on-site position located in Hanford, California.

ABOUT THE POSITION

Working under general supervision, performs a wide variety of technical duties relating to the support of local area networks, VoIP system, information systems, audio visual systems, and peripherals.

The IT Support Technician is appointed by the Court Executive Officer and reports to the IT Manager. Incumbent's immediate supervision may be provided by Senior Staff of the IT Division.

EXAMPLE OF DUTIES:

- Under general supervision to respond to Help Desk calls from court personnel
- Assist court personnel at their desks or remotely with computer, phone, and electronic file tracking issues
- Troubleshoot Audio Visual Systems
- Develop and implement maintenance plans for desktops and peripherals, including regular inspections and updates to ensure optimal performance and minimize downtime
- Perform new user setup in a Hybrid Active Directory environment
- Install and connect computer networking devices and voice and telephone devices
- Monitor data networks for performance
- Troubleshoot network problems using electronic testing equipment
- Maintain switches and routers
- Document network configuration
- Document hardware, network and materials inventories
- Maintain site fiber and copper wire infrastructure
- Conduct network testing

- Assist other technical staff in the IT Division with technical support in computer usage and standards
- Installs, troubleshoots and performs minor repairs on office automation equipment
- Supports and maintains the network which would include e-mail, website software, all desktop and server hardware and software
- Provides user divisions with technical support in computer usage and standards
- May travel in the course of their duty
- Perform all other information technology related duties as assigned. (*Essential duties may vary from position to position within classifications. Reasonable accommodation will be available when requested and determined by the Court to be appropriate under applicable law.*)

MINIMUM QUALIFICATIONS

Education: Completion of college level course work in Management Information Systems, Computer Science, Network Engineering, or a closely related field equivalent to an associate degree.

AND

Experience: One year of IT experience, preferably in network and information system administration and desktop support and maintenance.

OR

Any equivalent combination of education and experience which would provide the required knowledge, skills and abilities is qualifying as determined by the Court Executive Officer.

SPECIAL REQUIREMENTS

Must possess a valid California Class 'C' driver's license. Ability to qualify for security clearance through fingerprinting, traffic and criminal record background investigation, random drug testing; verbal communication; use of office equipment, including computer, telephone, calculator, copier, scanner, and fax machine.

EMPLOYEE BENEFITS

The Superior Court provides a comprehensive package of employee benefits. Our programs include medical, dental and vision insurance, health and dependent care flexible spending accounts, term life insurance, long term disability and accident insurance and other employee benefits. The court makes considerable contributions to health and retirement benefits on behalf of the employees (.

The court also provides:

- Paid Holidays- Full-time court employees receive 14 paid holidays
- Paid Sick Leave- Full-time court employees accrue 10 – 16 days (based on years of service)
- Paid Vacation Leave- Full-time court employees accrue 10 – 25 days (based on years of service)

Health Insurance: The court offers three levels of medical coverage for employees to elect. The court pays 100% of the employee medical, dental and vision premiums and contributes a substantial amount towards dependent(s) coverage. Employees who waive court-sponsored medical insurance and who

provide proof of other group medical insurance are eligible to receive \$274 per pay period (24 periods per year).

Life Insurance: The court gives you the ability to help financially protect your family/beneficiaries with Life and Accidental Death & Dismemberment (AD&D) Insurance. You have the option to supplement the court-paid \$15,000 policy with life insurance for family members and additional coverage for yourself through Voluntary Life Insurance.

Retirement: The court pays a considerable bi-weekly contribution on behalf of the employee to California Public Employee Retirement System (CALPERS). All regular employees are required to enroll in CALPERS and contribute 7.25% bi-weekly for the defined benefit plan [2% at age 62].

Deferred Compensation: The court offers employees the ability to participate in 457 deferred-compensation plan.

Employee Assistance Program (EAP): The court provides employees with support for a wide variety of challenges through EAP. Benefits include up to three (3) sessions, every six (6) months of face-to-face confidential counseling.

CLOSING DATE

Sunday, November 3, 2024, by 5 p.m.

REQUIRED APPLICATION MATERIALS:

- Letter of Interest
- Resume
- Court Application

Application materials must be submitted as a **single e-mail attachment in PDF format** to **personnel@kings.courts.ca.gov** or by mail:

Superior Court of the State of California
County of Kings
Attn: Human Resources Division
1640 Kings County Drive
Hanford, CA 93230

The Court Application is available on our website: [Employment | Superior Court of California | County of Kings](#)

EOE/AA Employer

[This is not an offer of employment by the County of Kings or State of California]