



Lorain County Court of Common Pleas

Job Posting

Classification Title:

FLSA Status: Exempt

Exemption Type: N/A

Civil Service Status: Unclassified

Position Grade: Exempt

Opening date: August 1, 2025**Director of Information Technology**

Employment Status: Full-time

Reports To: Deputy Court Administrator

Division: Administration

Salary: Starting at \$100,000

Closing date: Until filled**DISTINGUISHING JOB CHARACTERISTICS**

Leads, manages, and maintains all aspects of the Court's IT systems and infrastructure. This includes strategic planning, cybersecurity, compliance, and day-to-day operations supporting judicial officers, staff, and the public. Responsibility includes oversight of security cameras, computer hardware, and software for two facilities.

BENEFITS OF EMPLOYMENT

- Excellent benefits package that includes comprehensive health, dental, vision, prescription, and life insurance policies. Supplemental policies are available for purchase at group rates.
- Fourteen (14) paid holidays, vacation, sick, personal leave accrual.
- Enrollment in the Ohio Public Employees Retirement System (OPERS) with 14% annual employer contribution and optional Deferred Compensation Plans.

WORK HOURS & LOCATION**Monday through Friday, 8:00 am to 4:00 pm**

Maintains flexibility in work hours to accommodate the needs of the Court.

Evenings and/or weekends may be required for sever maintenance.

225 Court Street, 4th floor, Elyria, Ohio 44035**JOB RELATED REQUIREMENTS:**

- Bachelor's degree from an accredited college or university in computer science, information technology, or related field with 5 years of relevant work experience, preferably in a court setting.
- Satisfactory criminal history check
- Valid driver's license in good standing with proof of insurance. Must be eligible to drive under the County Commissioner's Driver/ Vehicle Risk Reduction Program

Submit a Letter of Interest and Resume to

Sherry Clouser, Court Administrator

sclouser@loraincommonpleas.us

Lorain County Justice Center, 225 Court Street, 4th Floor #411, Elyria, OhioLORAIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL MAKE REASONABLE
ACCOMMODATIONS TO QUALIFIED APPLICANTS WITH DISABILITIES



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DISTINGUISHING JOB CHARACTERISTICS

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ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Oversees the administration of servers, networks, Microsoft 365, and cloud-based environments. Performs upgrades, adds new users, troubleshoots user issues, administers and monitors application security, and provides general software support.

Prepares technology set up for new users, including new PC's, printers, laptops, scanners, and cell phones. Sets up PC disbursements; installs all software and user configurations. Ensures availability, security, and performance of all IT systems and services.

Provides support and maintains courtroom technology for judicial officers, including but not limited to smart boards, webcams, video conference hardware and software, and voice recording software.

Manages case management systems (Courtview), e-filing, document storage and management, and cloud-based solutions. Creates and requests customized reports in the case management systems. Uses Information Query to compile statistics for annual report or other statistics requested by Administration.

Resolves technical problems with Local Area Networks (LAN), Wide Area Networks (WAN), Virtual Private Networks (VPN) and other systems. Installs, modifies, and repairs computer hardware and software and provides related equipment. Maintains and monitors daily performance of computer systems. Runs cable and makes patch cables for General Division's areas in the Justice Center areas and the Historic Courthouse .

Implements and maintains security measures including firewalls, access controls, backups, disaster recovery, and data integrity. Monitors local and remote backup applications. Immediately reports security breaches or concerns to Administration. Responds to and resolves security incidents and system outages in a timely manner.

Assigns computer equipment to Court staff and maintains inventory of court owned computer equipment, audio/visual equipment, software, cell phones.

Identifies and recommends new technologies and services that will improve efficiency, and operations; reviews requests for additional services and upgrades, assessing the costs and benefits to the Court. Evaluates and implements emerging technologies, including AI tools, to enhance service delivery.

Liaises with county IT departments, state judicial agencies, law enforcement, and vendors. Participates in committees or working groups regarding system migrations, cloud integration, cybersecurity initiatives, and other technology standards.

Contacts vendors, requests quotes, and places orders for computer hardware, software, and supplies. Acts as project manager and identified contact for technology projects within the Justice Center and the Courthouse. Responsible for vetting vendor contracts and communication related to computer hardware, software, and other technology projects.

Serves as a liaison and point of contact with software vendors to troubleshoot and maintain designated systems. Communicates with helpdesk and tech support by phone, email, text, or in-person. Responds to technology issues related to software, hardware, networking.

Supervises IT staff in the performance of job duties and responsibilities. Provides training and direction, assigns tasks, establishes work priorities, evaluates performance, and resolves work issues and ensures work complies with quality standards and policy.

Ensures compliance with local, state, and federal regulations regarding data privacy, cybersecurity, and public records. Develops and implements the Court's IT strategy aligned with its mission and legal obligations.

Maintains a professional and polite disposition at all times when dealing with the judicial officers, court staff, vendors, agency representatives, and the public. Stays calm and even-tempered when handling crises, stressful situations, continuous change, or unexpected developments. Works effectively in a team environment to accomplish organizational goals.

Must be awake and alert at all times. Demonstrates regular and punctual attendance and arrives prepared to work. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Completes work in a timely and consistent manner. Consistently meets deadlines. Maintains flexibility in work hours to accommodate the needs of the Court. Performs tasks such as server maintenance after normal business hours, which may include evenings or weekends.

OTHER DUTIES AND RESPONSIBILITIES

Performs various tasks related to public records requests related to Court technology, video recording, editing, uploading and other duties as assigned by Administration. Assists in the collection of research and information for special projects, quality assurance reviews and audits.

SCOPE OF SUPERVISION

Supervises IT staff and/or manages IT support contractors.

EQUIPMENT OPERATED

Computer servers; workstations; printers; hubs; routers; modems; cable crimpers; cable testers; wire tracers; cable punch down tool security cameras, DVR recorders, and other general office equipment.

CONTACTS WITH OTHERS

Outside and inside contacts requiring a high degree of diplomacy and the ability to deal with and influence persons in all types of positions. Regular contacts include multiple hardware and software vendors, IT staff within the county, elected officials, Magistrates and other Court staff.

CONFIDENTIAL DATA

Full and complete access of all confidential data, reports and material relative to the present and future overall operation of the Court. Confidential information includes but is not limited to non-public record information contained in court-related files pertaining to all criminal and civil court matters, personnel matters; network passwords and files; Court information stored within the computer system.

WORKING CONDITIONS

Work is subject to frequent interruptions, constant reprioritization of work activities, and moderate to high degree of stress. Occasional exposure to noise, dust, heat or other disagreeable elements, but none continuously present. Some exposure to dampness, cold, noise, dust and other conditions when running cable in basement, hot-wiring closets, roofs and other locations. Travel may be required to offsite locations. Must have ready access to a personal vehicle.

PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing the duties of this job, the employee is required to sit, speak clearly and to hear. Employee occasionally bends and reaches when running cables, plugging wires into personal computers, setting up equipment, and other related tasks. Converses with others in person and by telephone. Vision demands include close, relatively detailed vision when using a computer screen and reviewing data. Duties involve concentrated mental and visual attention and/or coordination usually more than 50% of the time. Employee lifts and transports computer monitors, cables, CPUs, tools, and other items weighing between 20-40 pounds on an intermittent basis.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: IT Service Management (ITSM) frameworks such as ITIL, computer operations and applications, Windows administration and server, network administration, computer hardware, software, web design, and operating systems. Standard English grammar, spelling and punctuation and ability to complete required reports. Complete knowledge of all computerized systems for data management,

communication, and documentation as well as excellent interpersonal communication skills. Complete knowledge of Microsoft Office 365 Suite, VMWare, Windows 11, or related software.

Ability to: read, write, and understand the Standard English language, effectively work, and communicate verbally and in writing with co-workers, other court staff, judicial officers, elected officials, vendors, and the public. Demonstrate sensitivity to professional ethics, gender, cultural diversities and disabilities. Ability to exercise patience, objectivity, maturity, effectiveness under stress, initiative and adaptability. Ability to relate and communicate effectively, ability to recognize when further direction and/or assistance is needed, ability to recognize boundaries between job duties and authority. Maintain confidentiality of confidential and sensitive information; establish workload priorities. Ability to take initiative, make appropriate decisions, maintain confidentiality, meet deadlines and work in a team environment. Exercise sound judgment, make informed decisions, apply common sense, carry out instructions and independently solve situations that arise and require immediate resolution.

Skill in: verbal and written communications, project management, troubleshooting, diagnosing and repairing computer hardware and software problems, operating computers, application of Court software programs, typing, communicating effectively with computer users.

QUALIFICATIONS

Bachelor's degree in computer science, information technology, or related field with 5 years of relevant work experience. IT experience in a Court or public sector is preferred. Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements. Possession of a valid Ohio driver's license and a demonstrated safe driving record. Must be eligible to drive under the county commissioner's Driver/ Vehicle Risk Reduction Program.

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License and proof of insurance.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

Authorized Court Management Representative

____/____/____

Date

EMPLOYEE UNDERSTANDING

Employee

____/____/____

Date