

OREGON JUDICIAL DEPARTMENT Information Technology Specialist 3

Knowledge, Skills and Abilities (KSAs):

- Knowledge of correct English usage, spelling, grammar, and punctuation
- Knowledge of the principles and techniques of research, analysis, writing, and presentation
- Knowledge of principles, methods, and standards of project management
- Knowledge of theories, principles and practices of information systems technology
- Knowledge of trends, changes, and developments in technology
- Knowledge of information systems architecture and infrastructure
- Knowledge of tools for constructing database structures
- Knowledge of disaster recovery processes and procedures

- Skill in understanding a variety of complex technology functions
- Skill in determining efficient design of data structures, software applications and equipment interfaces
- Skill in administering enterprise-wide systems
- Skill in analyzing complex problems and applying principles and precedents to a particular set of facts
- Skill in performing research and analysis
- Skill in designing, developing, monitoring, and maintaining databases
- Skill in developing, monitoring, and maintaining servers
- Skill in designing, developing, monitoring and maintaining applications
- Skill in presenting information clearly and logically, orally and in writing
- Skill in preparing reports, memoranda, and information for a variety of audiences
- Skill in communicating effectively, orally and in writing
- Skill in developing and maintaining cooperative working relationships with a wide variety of individuals
- Skill in organizing and establishing work priorities
- Skill in explaining technical issues in plain language
- Skill in creating and communicating short- and long-range goals and objectives
- Skill in using relevant information and individual judgment to determine compliance with laws, policies, or standards and making related recommendations
- Skill in working collaboratively to bring parties to consensus

- Ability to understand business, operations, and judicial functions of OJD and how to apply technology and information systems to meet business needs
- Ability to design, develop, monitor and maintain case management systems
- Ability to understand administrative and judicial functions of the courts

- Ability to understand forms, records, files, and documents encountered in the work of OJD
- Ability to develop alternative solutions to a variety of problems
- Ability to adapt to a frequently changing, fast-paced environment
- Ability to maintain impartiality, temperament, perseverance, tact, and mental alertness
- Ability to exercise time management skills, balance multiple priorities, and consistently meet time lines and due dates
- Ability to explain rules, policies, and procedures
- Ability to develop, or determine the need for changes to, rules, policies, or procedures
- Ability to identify policy issues which impact external stakeholders, community partners, and other public or private sector agencies