

Title: IT Manager

Agency

Franklin County Probate Court

Pay Rate

\$38.71 per hour

Job Type

Full-time, Regular, Unclassified

Bargaining Unit

Non-Bargaining

Closing

June 2, 2025, 11:59 p.m.

Location

373 S. High St., 22nd floor
Columbus, Ohio 43215, OH

Typical Work Hours

Monday - Friday 8:00 a.m. - 5:00 p.m.

Probationary Period

180 Days

Classification Purpose

The primary purpose of the IT Manager classification is to manage an Information Technology environment which enables the Probate Court to process its tasks efficiently, effectively, and in compliance with Ohio rules and regulations.

Job Duties

Manages, configures and customizes information technology systems for court users; grants security permissions.

Collaborates on CMS configuration, report writing, and other technical functionality of court systems.

Manages forms on court website; updates staff and department information; manages digital hearing and videoconferencing software and hardware.

Maintains an archive of the court's electronic records. Trains users on hardware and software.

Responds to requests for technical assistance; compiles electronic data including statistics generated through CMS queries; fulfills public records requests; exports images for fiche archival; and expunges cases as required.

Participates and lead continuous quality improvement efforts in streamlining business processes throughout the court.

Writes and maintains reports for various case types and *ad hoc* requests as needed.

Maintain regular and predictable attendance. Attend conferences, workshops, and training, as required.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

Minimum Qualifications

Associate's degree in Computer or Information Technology, with five years of experience in computer/network administration and maintenance; or any equivalent combination of education, training and experience.

Benefits

All full-time, permanent Franklin County Probate Court staff receive the following benefits through the Franklin County Cooperative Health Benefits Program after initial period of employment:

- Extensive health benefits, including medical, dental, and vision coverage
- Life insurance coverage for all permanent employees
- Guaranteed 11 paid holidays every year
- A 14 percent employer contribution to OPERS pension plan
- Eligibility for Ohio 457 deferred compensation savings plans
- Potential monetary incentives during annual wellness programs for employees/spouses enrolled in healthcare

See more information regarding benefits we provide at <https://bewell.franklincountyohio.gov/>

To Apply:

Email your resume and cover letter to gstornik@franklincountyohio.gov