

**INGHAM COUNTY
JOB DESCRIPTION**

JUVENILE JUSTICE DATABASE SPECIALIST

General Summary:

Under the supervision of the Deputy Court Administrator, Family Division, assists in the coordination of the management information system for the Family Division Youth Center and Juvenile Division. Serves as liaison with the MIS department, Clerk's Office and outside system consultants. Provides data retrieval, user training, prepares system documentation and provides hardware and software support to department users.

Essential Functions:

1. Serves as data liaison with County departments and outside consulting firms on the information management system of the Family Division, Juvenile Division and the Youth Center.
2. Assists court management in identifying data needs and in automation planning.
3. Attends meetings related to new software systems impacting the courts and serves as a resource on court operations.
4. Accesses Juvenile and other assigned data bases, ensures proper access to applications by others. Executes download of Circuit Court and other information and performs other data base access functions.
5. Responds to user calls regarding data and works with the user to obtain correct data.
6. Maintains data lists concerning Family Division "population", including status information and "outcomes".
7. Trains users on systems and the obtaining of data.
8. Maintains and updates agency and court caseload lists. Reviews and dispenses statistical information. Generates ad hoc reports as requested.
9. Creates forms needed for the processing and flow of court information and data. Places forms on the system. Trains staff on forms and merges.

Other Functions:

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

Education: High school graduation with at least two years of additional education in management information systems or related areas.

Experience: Two years of data processing experience providing general knowledge of computer operations and the general and specific software programs used by the Courts, and providing knowledge of data base management, word processing and network systems.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Ability to access departmental files

Ability to move and inspect computer terminals, printers and related equipment

Ability to enter and access information from a computer

Periods of prolonged sitting at a computer screen

Ability to lift and move PC's and terminals weighing up to 50 lbs.

Ability to access all areas of the department with data processing or communication equipment

Crawling, stooping, kneeling and reaching in order to check wiring and conduct troubleshooting

Work Conditions:

Works in office conditions but is required to visit all court locations with data processing equipment