

DIVISION: SUPERIOR COURT OPERATIONS

X APPOINTMENT X PROMOTION X RELOCATION

JOB TITLE: ADMINISTRATIVE TRAINEE

OFFICE: LEGAL SERVICES **LOCATION:** HARTFORD

B.U.: 41 **S.G.:** 19

APPLICATIONS MUST BE RECEIVED BY: FEBRUARY 1, 2016

POSTING NUMBER: 16-1000-002

Seeking a qualified individual for the position of Administrative Trainee. The successful candidate will receive on the job training to qualify for advancement into a technical or professional level position in the Legal Services Unit of the Judicial Branch.

Administrative Trainee within the Judicial Branch Legal Services Unit:
Assists with a variety of professional administrative and business management functions including, among other things: document preparation and management, database development and management, and form design, development and management.

DIVISION: INFORMATION TECHNOLOGY DIVISION

 * APPOINTMENT X PROMOTION X RELOCATION

JOB TITLE: NETWORK TECHNICIAN I

*Permanent part time employees and temporary employees can apply.

OFFICE: NETWORK AND SYSTEMS SERVICES

LOCATION: EAST HARTFORD

B.U.: 41 **S.G.:** 17

APPLICATIONS MUST BE RECEIVED BY: FEBRUARY 1, 2016

POSTING NUMBER: 16-4000-003

Seeking an experienced Network Technician. The successful candidate plans, coordinates and installs network equipment including switches, routers and firewalls; assists in the installation and certification of network wiring; assists in the integration, testing and debugging of the components of the technical infrastructure; assists in monitoring performance status of network resources; ensures routine testing and analysis of all network facilities; diagnoses and resolves network problems; assists in solving difficult technical or performance problems with applications; provides coordination and technical support for switching systems and voice/video processing applications; performs help desk support functions; maintains complete operational documentation including instructions, logs, graphs, charts, reports and other pertinent information; assists in the evaluation of communication hardware and software products; performs related duties as required.

Knowledge of hardware, software and communications networks and how they interact; knowledge of data processing and data communication operations and equipment and diagnostic tools; interpersonal skills; oral and written communication skills; ability to analyze and resolve operational and data communication problems required.

DIVISION: COURT SUPPORT SERVICES DIVISION

 APPOINTMENT X PROMOTION X RELOCATION

JOB TITLE: FAMILY SERVICES SUPERVISOR I

This position is available to permanent, full-time Judicial Branch employees only.

OFFICE: FAMILY SERVICES **LOCATION:** ROCKVILLE/TOLLAND

B.U.: 42 **S.G.:** 30

APPLICATIONS MUST BE RECEIVED BY: FEBRUARY 1, 2016

POSTING NUMBER: 16-7000-003