



**SUPERIOR COURT
COUNTY OF MADERA, STATE OF CALIFORNIA
ANNOUNCEMENT OF EXAMINATION**

**Court Technology Analyst
Monthly Salary: \$7,021 - \$8,534***

Final Filing Date: January 30, 2026

The Madera County Superior Court encourages a positive work-life balance and offers a competitive benefits package:

- ***Experienced Court Technology Analysts with years of public service are encouraged to apply.***
- ***The Madera County Superior Court offers membership into CalPERS and for Classic Members a 2.7% at 55 retirement benefit formula for individuals in a California Government Retirement System on or before 12/31/2012, or for new employees, a 2% at 62 retirement benefit formula.***
- ***Retirement from Madera County Superior Court also includes continuing employer contributions towards health insurance coverage into retirement.***
- ****The Madera County Superior Court CEO may consider hiring above the entry level A step based on a candidate's years of experience.***

THE POSITION

Under direction, analyzes court information technology needs and develops solutions; install and configure desktops, laptops and mobile devices; may assist in systems analysis and development; installs, modifies, and maintains Court IT equipment inventory and assist VoIP phone troubleshooting, maintenance, and performs related duties as required.

SUPERVISION EXERCISED

Exercises no supervision.

IMPORTANT AND ESSENTIAL DUTIES

- Provides support for hardware and general software programs used by the Court; maintains and troubleshoots desktop computers, laptops, mobile devices, printers, Audio/Visual Systems, network connectivity and related peripherals.
- Works with work order system and ticket tracking/escalation; receives, logs and monitors calls from users regarding hardware, software, and/or network problems; and assists customers in resolving problems.
- Assist in capturing and deploying desktop images using imaging software.
- Performs quarterly software, operating systems and antivirus updates.
- Maintains and updates IT equipment, tools and e-waste inventory lists; maintains cable management.
- Structures, maintains and supports media carts, laptops, A/V recordings and A/V conferencing equipment.
- May manage server applications and complete the installation process for new programs; installs and tests hardware/software on workstations and servers.
- Supports and assists VoIP phone system configuration and installation.
- Determines the nature of problems by testing connections, hardware, and software; and by consulting with the Information Technology Manager and outside vendors.

- Coordinates site preparation and ensures that power, cabling, and communication requirements have been met prior to equipment installation and to meet "room/site ready" state; schedules, sets-up and returns equipment needed for presentations.
- Performs related administrative tasks; prepares budget information for potential upgrades and new program purchases; creates prints and delivers reports; maintains program inventory information.
- Compiles statistics on network, hardware, and software performances, including general monitoring and reactive investigation as needed; tests new technology and keeps current on latest technology trends.
- Organizes, modifies, implements, and maintains systems software required to support network and the associated infrastructure.
- Provides troubleshooting, training and diagnostic analysis and solutions for confidential positions including, the judicial officers, executive office, and human resources.
- May provide training and support to staff.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- MS Windows installation, configuration and deployment of desktops, laptops and mobile devices.
- LAN/WAN networking technologies including, but not limited to VLAN, routing, switching and VPN.
- VMware virtual server environments.
- Servers (virtual and blade) products and environments.
- A/V control systems, including Crestron and Extron switchers/scalers.
- Principles and practices of system security.
- Backups, restores and disaster recovery strategies.
- Server/Client model architecture and datacenter environments.
- Principles and techniques of computer systems analysis.
- Principles of complex personal computer operating systems and network operating systems.

Ability to:

- Install, maintain, upgrade and repair personal computers, servers, peripherals and network hardware including VoIP and wireless topologies.
- Install, use and maintain software including MS Windows Operating Systems and court applications programs.
- Work well independently and as a member of a team.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Prepare clear and concise written procedures; train others.
- Work well with competing deadlines.
- Adapt to changing conditions in a positive manner.
- Demonstrate a willingness to learn new technologies.
- Research and utilize educational resources in order to expand knowledge base.
- Assist in planning for technological systems for the short, mid and long term.
- Deal effectively with difficult customers and situations.
- Remain calm and proactive in the face of system downtime or disaster.
- Collect, compile, and analyze data and information.
- Prepare and maintain project reports.
- Establish and maintain positive work relationships with others at all organizational levels.

OTHER JOB RELATED DUTIES:

- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years' experience in the fields of systems analysis, systems engineering, database administration and/or analysis, operating systems, network analysis or similar field.

Education: Requires a bachelor's degree from an accredited college or university with major course work in information systems, computer science, engineering, business administration or related field. Additional qualifying experience may be substituted for the desired education on a year-for-year basis.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.
- Ability to travel to different sites and locations.
- Ability to occasionally lift and carry objects weighing up to 50 lbs.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain an appropriate valid driver's license or must be able to provide self-arranged transportation to primary work location.

The employee may be required proof of a valid driver's license before authorized to drive a vehicle on court approved business.

BACKGROUND CHECK REQUIREMENTS:

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

EXAMINATION PROCESS:

An examination for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Personnel Division to be appropriate. Human Resources may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Human Resources Division will make reasonable accommodations during the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

EMPLOYEE BENEFITS:

Benefits of employment with the Superior Court, County of Madera includes 13 paid holidays and 2 floating holidays per year, 1 sick leave day per month (unlimited accrual); Appointed to a permanent position shall be granted 5 days credit for vacation following the completion of 6 calendar months of continuous paid full-time service and following the completion of 12 calendar months of continuous paid full-time service in a permanent position will be credited 5 additional vacation days, vacation accrual increasing thereafter with years of service (50 days max accrual); Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%. Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act, will be eligible for the 2% @

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62 retirement benefit formula; employee contributes 7.75%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage.

APPLICATION PROCESS:

Please review the *Application Guidelines* for requirements. Interested persons are to submit an official application. A resume may be included with the application but will **not** be accepted in lieu of an official application. An application may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Courts Human Resources Division. Office hours are: Monday - Friday, 8:00 am - 5:00 pm. A resume may be included with the application but will **not** be accepted in lieu of an official application. The "*Employment History & Experience*" section of the application form must be completed in its entirety. Failure to fully complete the application and/or sign the application may result in disqualification.

APPLY ON-LINE, MAILED AND E-MAIL APPLICATIONS

The application can be completed on-line by accessing the Madera Superior Court website at <https://www.madera.courts.ca.gov/general-information/job-openings>. If an application is mailed or e-mailed, the application and all required documentation must be received by the final filing date. An application may be mailed or emailed to:

**Madera Superior Court
Human Resources Division
200 South G Street
Madera, Ca 93637.**

HR@madera.courts.ca.gov

NOTE: Postmarks are not accepted.

ADA ACCOMMODATIONS:

If you are a person with a disability and in need of accommodations during your interview, please contact our office at (559) 416-5517.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.