



## HAWAII STATE JUDICIARY

### NOTICE OF EXEMPT (NON-CIVIL SERVICE) EMPLOYMENT OPPORTUNITY

# JUDICIARY INFORMATION MANAGEMENT SYSTEM (JIMS) SPECIALIST

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## **ORGANIZATION OVERVIEW:**

This position is located in the Office of the Administrative Director of the Courts, Information Technology and Systems Department (ITSD), Applications Division, Applications Project Management Branch. This branch is responsible for the creation, enhancement and maintenance of the Judiciary Information Management System (JIMS), the statewide integrated case management system for the courts of the State of Hawaii, and other Judiciary applications supporting court operations. The work has statewide impact and requires working with Judiciary staff from various lines of business, Judiciary IT staff, IT vendors, and external State and City agencies that work with the Judiciary.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### A. Court/Legal Research

- Reviews and researches relevant legislation and applicable case law to conduct workflow analysis to determine legal basis and evaluate case processing procedures.
- Identifies potential workflow problems, prior to automation and recommends changes in procedure to facilitate conversion to automation.
- Writes and edits manuals or other case processing procedures.
- Responds to inquiries for specific case processing information and assistance;
- Evaluates, collects, and verifies organizational and procedural information for forms designs, and develops and analyzes workflow processes for adapting case processing procedures to those automated systems.
- Conducts various field studies and court evaluation projects covering specific areas of the courts, such as case assignments, fiscal properties, jury administration, etc., and makes recommendations to JIMS Project Manager and/or Executive Steering Committee.
- Designs and prepares court forms and documents for use with automated processes, and statewide court automation software.

### B. JIMS Education

- Independently performs the full range and variety of education, training resource development activities and functions related to the implementation and on-going facilitation of the project.
- Works with the JIMS Project Executive Steering Committee to develop a comprehensive education, training and resource development plan.
- Conducts research to ensure that training curricula comply with and conform to court operational practices.



- Develops and prepares training materials, manuals, and lesson plans.
- Develops and provides orientation and training courses to meet the needs of the JIMS Project. Serves as an instructor for the JIMS project.
- Evaluates training program and revises program and its materials as necessary.
- Coordinates consultant services and training facilities.
- Conducts needs assessments, surveys, and in-depth studies to determine the current and long-term education and training needs to address the JIMS project.
- Analyzes data from assessments and makes recommendations to the JIMS Project Steering Committee.
- Maintains a library of information, video and audio tapes, reference materials, self-help aids, etc. for use by Judiciary personnel.

#### C. Computer Information Technology

- Conducts and participates in the systems analysis, design, programming, administration and configuration of computer hardware and/or software related to the JIMS Project.
- Provides advance professional and technical support of areas such as applications, internet, operating systems, database and network administration.
- Designs, writes, maintains, documents, and tests complex computer programs and clearly defined segments of highly complex programs.
- Defines and documents operational guidelines and supports the JIMS project by gathering information and documents pertaining to current and future operations, organizing information, and identifying systems requirements and or specifications.
- Reviews new software applications prior to full implementation to determine ease of use and detect potential problems.
- Installs, maintains, defines, organizes, controls and protects hardware and software products. Configures computer operating systems.
- Creates, monitors, and modifies the physical size and structure of database components and programs that support, maintain, and generate information from a database.
- Identifies performance issues and performs tuning of systems for optimum performance.
- Identifies necessary fields, tables, and database structure necessary for different user groups for the Judiciary Information Management System.
- Plans directs and supervises the database field and records management; sets purge schedules and establishes means for archival of data relevant to the JIMS project.
- Collaborates with other records management personnel within the Judiciary to ensure consistency in uniform record keeping, microfilming, forms designs, retention and destruction, accounting and other court related activities.
- Develops, organizes, coordinates, and maintains systems between archived paper records and database records.
- Uses database dictionaries, software reference libraries, and other related components of programming or analysis.
- Uses data security software packages to configure access to resources and functions as authorized.
- Uses computer aided system engineering (CASE) development toolset.
- Uses, creates and/or updates utility programs.
- Develops job control language (JCL)
- Responds to questions and provides customer support or assistance.

- Troubleshoots and identifies hardware, software, or operator error problem sources; presents solutions and resolves problems.
- Refers and discusses difficult and unusual problems with supervisor or other designated contacts as appropriate.
- Develops complex query programs to generate reports upon customer request.

#### D. Other Duties

- Creates, maintains, and updates standards, policies, procedures, guidelines, technical manuals, and handbooks.
- Develops and recommends training policies and practices for the JIMS project.
- Provides staff support to committees related to the JIMS project; provides technical assistance and makes recommendations to the committee regarding various court services.
- Makes onsite court visits to provide technical assistance and issue resolution.
- Responds to emergency situations to resolve problems as required.
- Schedules, leads, conducts, and/or participates in meetings, conferences, training seminars, user groups, and other necessary group discussions to disseminate and/or collect information regarding JIMS.
- Researches professional literature, and attends training to stay current on national trends, best practices, new methods and procedures for the courts.

### **EDUCATION and EXPERIENCE REQUIREMENTS:**

- Bachelor's degree from an accredited college/university.
- Two and a half (2-1/2) years of professional work experience which involved gathering, evaluating and analyzing facts and other pertinent information required to resolve problems and/or to determine and recommend appropriate course of action. Such experience must have demonstrated the ability to elicit information orally and in writing, apply problem-solving methods and alternatives, and prepare clear and concise written reports and recommendations for action.

Desired Qualifications: In addition to the above minimum education and experience requirements, the following preferred education and/or experience in one or more of the following areas or a combination thereof is desired.

- Graduation from an accredited school of law and one-year experience in the satisfactory performance of duties in one or more of the following areas (or the equivalent):
  - Legal research and writing; litigation; advising administrative agencies and interpretation of policy to members of the bar and the public.
  - Review and/or drafting of legislation.
  - One (1) year of providing formal classroom instruction gained as a teacher in a school system, or an instructor at the college/university level, which included the development of lesson or individual instructional plans.
  - One (1) year of computer systems analysis which involved the analysis and design of systems for electronic processing of data; or store computer programming experience which included participation in systems analysis.

## **OTHER REQUIREMENTS OF THE JOB:**

The incumbent in this position may be required to work outside of normal scheduled work hours, including weekends, nights, holidays, etc. and be scheduled to work variable hours. The position may be required to travel to the neighbor islands and to the continental United States.

## **CITIZENSHIP/RESIDENCY REQUIREMENTS:**

Applicants must be citizens, lawful permanent residents (resident aliens) or nationals of the United States, or non-citizens with unrestricted employment authorization from the U.S. Citizenship and Immigration Services, U.S. Department of Homeland Security.

All applicants shall become residents of the State within thirty (30) days after beginning their employment and as a condition of eligibility for continued employment.

## **TYPE OF APPOINTMENT:**

The selected candidate will serve in an exempt (non-civil service), at-will appointment which is excluded from the requirements of selection by merit competition and from civil service status. Exempt (non-civil service) appointments are considered at-will, which means that the hiring authority may terminate the employment relationship at any time.

## **SALARY AND BENEFITS:**

The starting salary will be determined by the hiring authority based on the selected candidate's qualifications.

Exempt (non-civil service) employees are eligible for a range of benefits, including, but not limited to, the following:

- up to 13 paid holidays each year
- up to 21 vacation leave days per year
- up to 21 sick leave days per year
- Reasonable time off with pay for jury duty, bereavement leave, and certain military duty
- Membership in the state retirement system
- Employer/Employee shared premium contributions for enrollment in the state sponsored health coverage
- Free life insurance policy for employees
- Deferred compensation supplemental retirement savings plan

**HOW TO APPLY:**

Applicants are required to submit a resume and the names and contact information of three (3) references, including current employer.

Documents may be sent by email to [Lisa.L.Harding@courts.hawaii.gov](mailto:Lisa.L.Harding@courts.hawaii.gov) or by mail addressed to: Hawaii State Judiciary, IT & Systems Department, 1111 Alakea Street, 9<sup>th</sup> Floor, Honolulu, HI 96813.

To expedite the hiring process, only qualified candidates who are short-listed will be selected for an interview.

Recruitment will be conducted until the position is filled.

**CONDITIONS OF EMPLOYMENT:**

The appointment of the selected candidate will be pending a background check and other pre-employment clearances.

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**THE HAWAI`I STATE JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER**