HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Criminal Justice Systems Administrator

Job Code: U8825
Pay Grade: UH
Pay Scale: $81,819.16-$122,728.75 Annually
Exempt: Yes

OVERVIEW

This is a Tier 2 support position. Duties include troubleshooting, installing, testing, and deploying systems as well as ensuring compliance with security and audit requirements. Analyzing and administering application configurations, business processes, workflows, and data to understand user issues and requirements is also expected.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide responsible technical and professional assistance to departments by troubleshooting day-to-day software, hardware, databases, and related application issues.
- Work effectively with other support team members and information technology (IT) staff in ongoing design, testing and support of business application system needs.
- Work effectively with end users to perform thorough analysis defining business operations and procedures to efficiently increase productivity.
- Perform as a project manager coordinating implementation planning and documentation.
- Coordinate testing activities among various areas for software releases including end user training and documentation.
- Produce comprehensive documents outlining user specifications, business processes, functional specifications, and system recommendations.
- Utilize people resources (e.g., team, development staff, vendors, consultants) effectively to bring hardware-related solutions to completion (e.g., meeting milestones, benchmarks, go live and go live support activities).
- Utilize system tools, time, and resources effectively, and provide timely status reports to management.
- Develop and maintain a comprehensive library of support staff documentation.
- Assist in effort to minimize customizations, utilizing system functionality as designed.
- Assist in security of business data to ensure accurate and appropriate use of resources, data, and end user separation of duties.
- Assist in coordination for development and installation of automated management systems.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Well-versed in law enforcement agency applications, ex. Records Management Systems, Computer Aided Dispatch, Mobile Data Terminals, Jail Management Systems, Civil Process Systems, etc.
- Working experience with troubleshooting, installation, upgrade and/or maintenance of web applications and technologies.
- Working Microsoft Structured Query Language (SQL) 2019+ Transact-Structured Query Language (T-SQL) scripting knowledge and basic understanding and functional knowledge of

relational databases.
- Knowledge of Microsoft SQL 2019+ T-SQL scripting including development and support of queries, views, functions, and procedures.
- Microsoft SQL 2019+ T-SQL basic query usage and development.
- Ability to analyze and quickly debug issues.
- Ability to take ownership of an aspect or task on a project with little to no assistance.
- Ability to develop and introduce more efficient and effective methods to include introduction or revision of automated systems.

SKILLS

- Structured Query Language (SQL)
- Application Services Management
- Computer Aided Dispatch (CAD)
- Database Management
- Law Enforcement

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Three years paid systems analyst, application support specialist, business systems analyst and/or tier 1 application support role.

OR

- A high school diploma or possession of a GED certificate.
- Four years of experience as a certified detention or law enforcement officer using police applications (e.g., Records Management Systems, Computer Aided Dispatch, Mobile Data Terminals, Jail Management Systems).

OR

- An associate degree from an accredited institution of higher education in a technical field.
- Two years paid systems analyst, application support specialist, business systems analyst and/or tier 1 application support role.

OR

- A bachelor’s degree from an accredited institution of higher education in a technical field.
- One-year paid systems analyst, application support specialist, business systems analyst and/or tier 1 application support role.

OR

- Four years of experience in a Hillsborough County Sheriff’s Office Information Services Division position.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana uses within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities of this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodation shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Four years paid experience with Microsoft SQL 2019+ T-SQL or Informix SQL scripting including development and support of queries, views, functions, and procedures.
- Four years paid experience with Microsoft SQL 2019+ or Informix SQL performing database and user security; performance tuning; maintenance plans, installations and database backup and restoration.
- Experience supporting server-based application systems (e.g., Evidence Management, Subpoena Management, Fingerprint Management, CAD, RMS, JMS, Versaterm, Geographical Information Systems (GIS) applications).
- Experience with public safety and/or law enforcement environments.
- Working knowledge of Microsoft.Net framework including C-Sharp (C#) or Virtual Basic.NET (VB.NET), and Active Server Pages.NET (ASP.NET).
- Knowledge of Microsoft SQL 2019+ disaster recovery planning and execution.
- Knowledge of server hardware and capacity planning within virtual environments.