



## POSITION OPENING

**POSTING DATE:** November 10, 2021

**DEPARTMENT:** Sheriff's Office

**POSITION TITLE:** IT Applications Support Specialist

**GRADE:** 17

**AFFLICTION:** Non-Union

**HOURS:** Full-Time (40 hrs./week)

**SALARY:** \$59,670 - \$74,559 (based on qualifications)

**APPLICATION DEADLINE:** Until filled

Interested candidates should submit a resume and a County Employment application to:

Sheriff Jeffrey Lower  
101 S. Capitol  
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> under "How Do I Apply For A Job."

Tazewell County is an Equal Opportunity Employer



# Tazewell County Job Description

**Job Title:** IT Applications Support Specialist  
**Department:** Sheriff's Office  
**Reports To:** Administrative Captain  
**FLSA Status:** Exempt  
**Affiliation:** Non-Union  
**Salary Range:** \$59,670 - \$74,559 (based on qualifications)  
**Approved Date:** July 11, 2014  
**Amended Date:** November 8, 2021

**SUMMARY:** Responsible for the administration and management of all aspects of the Sheriff's Office's informational technology systems. This includes ensuring efficient operations and providing direction for continued growth in informational technology systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other IT related duties may be assigned.

Establishes goals and needs for informational technology systems, along with planning strategies to attain those goals and needs.

Acts as administrator of Records and Jail Management systems to ensure the primary IT system of the Sheriff's Office functions effectively and efficiently.

Oversees Card Access 3000 System as administrator to ensure the physical integrity of County facilities and the safety of personnel.

Performs database application, design, development, and administration to staff when third-party vendor software is not available.

Manages Sheriff's Office CCTV system to provide video upon request.

Assists in plans for upgrades in electronic security equipment within the Justice Center.

Assists in preparing a \$30,000 size budget and ordering supplies and equipment.

Ability to work flexible hours, as necessary.

**SUPERVISORY RESPONSIBILITIES:** This job position has no direct supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND/OR EXPERIENCE:** Bachelor's Degree in Computer Science/ Criminal Justice or equivalent 2-3 years related work experience.

**KNOWLEDGE:** Knowledge of relational database design and theory, structured query language (SQL), Microsoft Office, microcomputers and peripherals.

**EQUIPMENT USAGE:** Frequently/daily use of computer workstations, computer servers, and digital video recorders.

**LANGUAGE SKILLS:** Ability to read and analyze technical procedures, communicate effectively with Elected and Appointed Officials, as well as County employees. Respond to common inquiries or complaints.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of variables. Develop solutions by analyzing, interpreting, evaluating, and using innovative thinking. Interpret general instructions, requiring use of judgment. Ability to perform effectively under stress.

**ACCOUNTABILITY:** Operates within well-defined policies and procedures. Sets own priorities.

**PHYSICAL DEMANDS:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to walk, stand, and frequently sit for periods of time. The employee occasionally must lift and/or move up to 50 pounds. Specific vision abilities include close vision and the ability to adjust focus due to extended exposure to computer screens.

**WORK ENVIRONMENT:** The work environment characteristics are representative of those an employee encounters while performing the functions of this job. Normal office conditions. The noise level in the work environment is very quiet due to working alone or apart in physical isolation from others.