



Administrative Office of the Courts

Career Opportunity

COUNTY-FUNDED POSITION

Posting Date: June 3, 2025

Closing Date: June 17, 2025

POSITION TITLE: Systems Project Coordinator
ANNUAL SALARY: \$51,826.32
FLSA STATUS: Excluded

DEPARTMENT: Court Facilities
PAY GRADE: 50 **POSITION #** 000044

SUMMARY: Assist the Court Facilities department with the administration of security and surveillance systems as well as administration of the state and county inventory. Support the Court Facilities department with special projects. Position reports to the Director of Facilities.

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** Two years of closely related experience in building maintenance, management or security/technology.
- **EDUCATION:** Associate degree or the equivalent of two years of college or vocational school, education in physical plant maintenance, building construction or security/technology.

ESSENTIAL DUTIES:

- Assist Court Facilities department with the day-to-day operations of the department.
- Assist the Deputy Director of Facilities and Hillsborough County Sheriff's Office (HCSO) with the implementation of security measures and systems related to our access control systems and video surveillance system.
- Become proficient with all access control equipment and software to create proximity cards and to update and maintain our systems in efficient working order.
- Become proficient with surveillance software to create videos, track events and plan for our surveillance needs.
- Keep the Court Facilities department performance measures current.
- Administer both the state and county annual inventory audits. Coordinate with the judiciary, court, state and county staff to meet applicable deadlines.
- Assist the Director of Facilities and HCSO with sensitive or confidential investigations, video requests, and access control issues.
- Serve as backup to the Deputy Director of Facilities concerning parking needs for Administrative Office of the Court (AOC) staff and the judiciary.
- Liaison with vendors and contractors to accomplish projects and maintain Facility Department software and products.
- Serve as backup to maintain hurricane and emergency supplies and tools.
- Serve as backup for the help desk ticketing system. Assign the tickets and escalate appropriate requests to the County Facilities department.
- Assist with emergency planning and disaster preparedness, to include post-event building assessments and reconstitution.
- Schedule court furnishing, products, and fixtures for transport to the county warehouse.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency with the software, computers, and networking.
- Considerable knowledge of work order ticketing systems and the inventory software for the county and state systems.
- Ability to troubleshoot and repair security and surveillance systems.
- Ability to communicate effectively both orally and in writing.

- Ability to establish and maintain effective working relations with the judiciary and internal and external stakeholders.
- Ability to use initiative and exercise sound judgement.
- Incumbent must be professional in all regards.

BENEFITS PACKAGE: Paid time off and holidays, comprehensive health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, tuition-free college courses, participation in the Florida Retirement System (FRS), and 457 Tax Deferred Retirement Plan.

TO APPLY: Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at www.fljud13.org) in (1) PDF file via email to recruiting@fljud13.org. **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.