



STATE ATTORNEY'S OFFICE

CAREER OPPORTUNITY

OPERATING UNDER THE CORE VALUES OF HONESTY,
INTEGRITY, AND RESPECT.

LOCATION: Lee County

DIVISION: Systems Integration and Development Department

POSITION TITLE: Training and Development Coordinator

The Systems Integration and Development Department is seeking a creative, energetic, and reliable individual to join our team. This Individual will hold a circuit-wide position with a focus on assisting the System Integration team to develop staff and our internal systems.

POSITION SUMMARY: This position will be responsible for coordinating and facilitating trainings, test system enhancements, and implementing procedural changes. While assigned to the Systems Integration and Development Department within the Information Services Division, this position will be based in the Fort Myers office and require occasional travel throughout the five counties within our Circuit. This position will work closely with our Quality Assurance Director and Human Resources Department to ensure trainings are developed and scheduled as needed.

POSITION RESPONSIBILITIES:

- Facilitate trainings related to onboarding of new-hires, role-specific tasks, and new or enhanced systems.
- Learn and stay current with office procedures and various systems, including but not limited to, IJIS, BOMS, Microsoft Office, Axon, Foxit, Law Enforcement and Clerk databases.
- Document changes to and occasionally establish training outlines.
- Assist the team in monitoring and resolving incoming requests related to IJIS and Data Integrity.
- Participate in system enhancement testing and implementation for IJIS Releases.
- Participate in office meetings and team projects.

EDUCATION AND TRAINING:

A high school diploma or equivalency and one (1) year of clerical or office experience or an equivalent combination of training and experience. Knowledge of the Criminal Justice System, preferred. This position will require an in-depth understanding of Microsoft Office and will be required to participate in online training courses if not otherwise certified.

SKILLS AND ABILITIES:

- Ability to take initiative while working both independently and in a team environment.
- Ability to work and make decisions under pressure and meet all deadlines, goals and objectives set forth.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of software tools and utilities, including, but not limited to, Microsoft Suites and IJIS.
- Respond quickly and collaborate with necessary teams to ensure high quality and on-time deliverables.
- Ability to establish and maintain effective working relationships with supervisors, staff, partner agencies, and the public.

Please complete the attached Internal Job Application and email to supportstaffapplicant@SAO20.org.