



OFFICE OF THE STATE ATTORNEY
10TH JUDICIAL CIRCUIT

STATE ATTORNEY BRIAN HAAS

SERVING POLK, HIGHLANDS, AND
HARDEE COUNTIES

JOB ANNOUNCEMENT

JOB TITLE:	DATABASE ADMINISTRATOR	POSTING DATE:	4/19/2024
DEPARTMENT:	IT	CLOSING DATE:	Until Filled
CLASS CODE:	6441	WORK SCHEDULE:	M-F 8AM-5PM
PAY GRADE:	46	JOB LOCATION:	Bartow
SALARY:	\$45,000.00-\$55,000*	FLSA STATUS:	Included
EEO CODE:	02	RETIREMENT:	Regular

DISTINGUISHING CHARACTERISTICS OF WORK:

This is an advanced level, full-time IT position designing and running queries in Microsoft SQL, Crystal Reports, and other database technologies. The selected candidate will perform job duties for the Office of the State Attorney, Tenth Judicial Circuit, serving Polk, Hardee, and Highlands counties. The main office is located in Bartow, with travel to branch offices as deemed necessary.

ESSENTIAL FUNCTIONS:

The essential function of this position is to analyze system database software and work to support and improve the office business functions involving Microsoft SQL, Crystal Reports, and other database technologies. This position troubleshoots and diagnoses issues with databases and software applications. The selected candidate will be expected to perform work independently, reviewing, configuring, and making recommendations as to system database software changes. The duties of this position require the candidate to work in the office.

Work is performed under the general supervision of the IT Director and is reviewed through reports and conferences.

ILLUSTRATIVE DUTIES:

- Designs and run SQL queries
- Create reports using Crystal Reports
- Database form management
- Make database configuration and security changes
- Train users on Database and other software
- Communicate with users to make improvements and corrections to applications
- Create and remove users and specify user access levels to database
- Ensure data entry accuracy
- Make recommendations to the IT Director on quality improvements
- Report database statistics
- Position may require periodic after hours work in support of Database application
- Other duties as needed

NOTE: DUTIES ARE ILLUSTRATIVE AND NOT EXHAUSTIVE. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE POSITION IF THE WORK IS SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Microsoft SQL is essential for this position
- Knowledge of Crystal Reports
- Knowledge of Microsoft Word
- Ability to think logically and to analyze and solve problems; write and test programs
- Ability to interpret technical information relating to data processing; perform mathematical calculations
- Ability to communicate technical data processing information effectively verbally and in writing
- Ability to establish and maintain effective working relationships with others
- Ability to maintain accuracy, paying special attention to detail is of utmost importance
- Ability to plan, organize and coordinate work assignments
- Ability to work occasional, approved overtime

EDUCATION/MINIMUM QUALIFICATIONS:

- A high school diploma or equivalency with a minimum of six (6) months experience in computer operations, including but not limited to Microsoft SQL, Crystal Reports, and Microsoft Word.

***SALARY:** Salary will be commensurate with qualifications and work experience of candidate.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands and fingers to maintain files, supplies, and documents. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds;
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust to focus;
- The noise level in the work environment is usually moderate;
- Applicant must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated above. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions;
- Applicant must have and maintain a valid driver's license and reliable transportation for purposes of traveling between Polk, Hardee and Highlands counties.

BENEFITS:

Benefits include, but are not limited to, health, dental, vision, life, paid annual and sick leave, paid state holidays, and a State retirement package. State employees are required to participate in the State of Florida Direct Deposit Program and contribute 3% of monthly gross (pre-tax) to the Florida Retirement System.

POLICIES:

The State Attorney's Office has a drug-free policy, harassment-free workplace policy and professional conduct is required. Employees must practice safe workplace procedures and follow policies and procedures regarding confidentiality and honesty. Employees must maintain satisfactory work attendance and job performance level.

Applicants considered for employment will be required to pass a comprehensive background check including fingerprinting. We hire only U.S. Citizens and those lawfully authorized to work in the U.S. The State Attorney's Office, through the Justice Administrative Commission, participates in the U.S. Government's Employment Eligibility Verification Program (E-Verify). E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9).

HOW TO APPLY:

Interested applicants may complete and submit their [application](#) through the Florida Department of Management Services, People First career service center. For more information about the position, please contact:

**Nicki Offermann
Personnel Director
State Attorney's Office
255 North Broadway
Bartow, FL 33830
Telephone: (863) 534-4898
Fax: (863) 534-4820**

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

This position is open to internal and external applicants. We reserve the right to consider State Attorney's Office employees for promotion or transfer prior to contacting persons not employed by the State Attorney's Office.

All offers of employment will be conditioned upon a satisfactory criminal history background check.