



## NACOGDOCHES COUNTY

### Job Opportunity

**Position:** Spillman Application Technician  
**Department:** Computer Services Department  
**Type:** Regular, Full-Time

**Application Deadline:** July 31, 2015  
**Salary Range:** \$25,000 to \$35,000 per year DOE

#### **General Description:**

This position supports the Nacogdoches County Spillman Records Management System (RMS) and Jail Management System (JMS). Responsible for the proper configuration and implementation of Spillman modules, security, tables, and workflow. Identifies and responds to faults and performance degradations. Advises the Sheriff's Office and County Law Enforcement agencies on opportunities to utilize new modules within Spillman to increase staff efficiencies. Works closely with the Computer Services Department to resolve performance issues, hardware problems, network related issues, and schedule changes within the Spillman System. Assists with other department projects as required.

#### **Knowledge, Skills & Abilities:**

- Knowledge of criminal justice system; applicable laws and regulations; and basic law enforcement principles and practices
- Skill in troubleshooting and problem solving; ability to solve complex technical problems
- Strong analytical abilities with excellent attention to detail
- Ability to read and comprehend technical information and manuals
- Ability to perform mathematical calculations and create manipulative formulas for end users
- Ability to multi-task in a professional work environment
- Ability to work as part of a team and collaborate with others to improve processes
- Ability to exercise considerable initiative and independent analytical and evaluative judgement
- Ability to establish and maintain professionalism with co-workers, vendors and other agencies
- Ability to maintain confidentiality
- Excellent verbal and written communication skills
- Skill in expressing technical information to non-technical personnel
- Excellent customer service skills
- Ability to work flexible hours as needed

#### **Additional Information:**

- Work performed indoors with some outdoor exposure, occasional work in patrol car or jail setting
- Travel within the county to county and city offices
- May require out of county travel with overnight stays for training purposes
- Requires ability to sit, stand, walk, climb, stoop, bend, crouch, crawl and reach
- Requires ability to lift and carry up to 25 pounds

#### **Qualifications:**

- Graduation from High School or GED
- Must possess a valid Texas Driver's license
- Preferred: 3 years of related law enforcement/public safety/criminal justice or info tech experience
- Preferred: Experience working in or supporting a 24x7 operating environment
- Preferred Law Enforcement Experience: IBR, Jail Reporting, TCIC/NCIC, CJIS concepts
- Preferred Computer Experience: Spillman, UNIX or Linux, Crystal Reports, PERL

#### **Instructions:**

Submit completed Nacogdoches County Employment Application to address below by July 31, 2015. Resume may be attached to the application, but is not accepted in place of the completed application.

Submit application to: Nacogdoches County Human Resources Department  
101 W. Main St., Ste. 161  
Nacogdoches, TX 75961