

# NEW MEXICO JUDICIAL BRANCH

## DATABASE ADMINISTRATOR

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

### SUMMARY

Under general supervision, administer, maintain and support judicial databases for systems used by judicial entities including production, operation, reporting, analyzing and designing databases.

### QUALIFICATIONS

**Education:** A bachelors' degree in business administration or management, computer science, information technology (IT)-related engineering or other related field.

**Education Substitution:** Four (4) years relevant experience, and/or a combination of relevant experience and technical education will substitute for education on a year for year basis.

**Experience:** Zero.

**Knowledge:** Knowledge of database fundamentals; network, system and database data schemas; database backup and recovery procedures; shell and scripting languages; replication, extraction, transformation and load tools; database configuration and processes; data model syntax, tools and mapping techniques; computer server hardware, web and application server and database and operating system technology.

**Skill & Ability:** Skill in evaluating new software and determining applicability to the database environment; interpreting and translating end users requirements into logical and physical database designs; maneuvering within the internet; communicating effectively with diverse parties both orally and in writing using technical and non-technical language; organizing and setting priorities; multitasking; meeting deadlines under pressure; researching and analyzing problems logically and recommending alternative courses of action; working independently. Ability to understand and interpret technical documentation on software, hardware and IT theory; learn new technologies and applications; coordinate systems design, applications and software programming and computer operations activities relative to the database environment; determine which technology advancements will benefit the judicial entity; apply troubleshooting methodologies to resolve technical situations; establish and maintain cooperative working relationships; show diplomacy.

### **EXAMPLES OF WORK PERFORMED**

Provide database administration support for judicial database systems that judicial entities and other end users access; ensure data availability and system integrity for judicial database systems; maintain, build and optimize judicial database systems; recover, backup and restore data; monitor judicial database systems and establish and document procedures and methods for database performance; identify and resolve issues pertaining to judicial databases, systems and network performance; perform query and

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analysis of judicial database systems data to create annual and ad hoc reports; query and analyze data for completeness; apply data updates between judicial entities and judicial data warehouse to ensure data accuracy; work with vendor(s) to analyze, design and develop processes and procedures for migration to a new system database schema; test scripts and work with other staff to identify and resolve potential migration issues; implement database models and database architecture to determine applicability for use in implementation of judicial database systems applications; assist with the design and development of n-tier server environment for application development; test and recommend database related hardware and software products; maintain an environment to provide data availability, dissemination and consolidation. **May** design and develop processes (scripts and programs) to extract, transform, cleanse and move data and metadata into data warehouses, data marts and operational data stores for in-house and outside agency use.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The following functions are representative, but not all inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office, field or court setting. Travel may be required in the course of work (including meeting attendance and training) and a valid driver's license is required. The employee is expected to be punctual and to adhere to assigned work schedule. Assigned work schedules may be flexible, to include days, nights, weekends and holidays and overtime may be required. The employee must regularly interact positively with co-workers, clients, the public, judges and justices; work under severe time constraints and meet multiple demands from multiple sources. The work requires prolonged use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to kneel, stoop, lift, pull and carry up to 40 pounds. The employee may be required to sit or stand for long periods of time. The employee may be exposed to fluctuating outdoor and building temperatures; hostile or violent situations that may arise when dealing with individuals involved in court cases or contagious health conditions.