

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Associate Software Engineer I
Job Code: 8440
Pay Grade: 50
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Under general supervision, performs systems development, coding and testing assignments on basic to moderately complex software systems or subsystems.

ESSENTIAL FUNCTIONS:

The following examples are intended to describe the general nature and level of work performed by personnel assigned to this classification.

- Performs entry to journey-level software applications development duties; meets with project management and users to obtain user and programming requirements; performs programming; prepares program implementation documentation; develops new applications and/or modifies existing applications based on established specifications; performs quality assurance to ensure applications meet user needs and requirements; implements assigned elements of systems development project plans.
- Codes, enhances and compiles programs using various programming languages, system utilities and commands; writes menus, queries, screens, layouts, scripts and report formats using various tools and utilities; develops applications databases.
- Develops and executes test plans; creates test data; performs thorough program and system testing according to test requirements.
- Provides support to court departments on applications problem resolution; identifies, analyzes, troubleshoots and resolves production and programming problems.
- Prepares systems processing and maintenance documentation.
- Trains users on new or modified programs as required.

ADDITIONAL DUTIES/RESPONSIBILITIES:

- Assists with systems software installation; server, database and security administration.
- Maintains vendor software and in-house programs.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the principles and methods of applications development methodologies and tools.
- Must have knowledge of software development and maintenance tools and utilities applicable to position responsibilities.

- Must have knowledge of programming theory and programming languages used in Court software applications. Operating system capabilities and constraints applicable to information systems and platform operating systems.
- Must have knowledge of standard PC software packages, including word processing, spreadsheets and database, database management systems and software as they affect applications development.
- Must have knowledge of functions, capabilities, characteristics and limitations of standard computer platforms and devices, including PCs, LANS/WANS and servers.
- Must have the skills to apply critical thinking skills, and reach sound, logical conclusions.
- Must have the ability to understand, at an entry-level, the relevant processes and methods needed as part of software life cycle (SDLC) and related IT methods.
- Must have the skills to troubleshoot and diagnose systems problems and install fixes or make repairs in areas of responsibility.
- Must have the ability to prepare clear, concise and accurate process, procedure and systems documentation, reports of work performed, and communicate clearly and effectively with coworkers, court employees, and judicial officers.
- Must have the ability to organize work to complete assigned project responsibilities efficiently and effectively.
- Must have the ability to read, interpret, explain and apply technical information on business processes, software and hardware for technical and non-technical users.
- Must have the ability to exercise sound independent judgment within general policy guidelines, and maintain confidentiality of court documents and records.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

Preferences include the experience and/or education, which provides both knowledge and skills with constructing and maintaining Object Oriented software applications; the use of Microsoft .NET technologies, JAVA technologies, Smart client applications, internet and/or intranet applications using .NET languages and technologies such as VB.Net, C#.NET, ASP.NET, ADO.NET, MS SQL Server. Will possess excellent problem solving and analytical skills and have the ability to grasp functional requirements quickly.

MINIMUM REQUIREMENTS:

Education, Experience and Training: The knowledge, skills and abilities listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below.

A High School diploma or GED and one year experience that provided some level of knowledge and skills in software application development or twenty (20) semester hours course work in computer science, management information systems, or a related field may substitute for formal work experience OR any equivalent combination of experience, training and/or education that demonstrates the ability to perform the essential functions.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

Software Engineer I is the entry-level in the software development job series. Incumbents perform entry to journey-level software development duties, including developing and coding new software applications or enhancing and modifying existing software applications; and performing quality assurance to ensure applications meet user needs and requirements. Work is typically assigned by a supervisor or project/technical leader. Supervision of work assigned varies from moderately close to fairly limited, depending on the size, scope and complexity of the project assigned and the individual software engineer's experience. This is a classified position that reports to the Information Services Manager, Applications Development.

Date: 01/28/08

Revised: