



## **ARIZONA SUPERIOR COURT IN PIMA COUNTY**

### **Juvenile Court and Superior Court Job Description**

**Job Title:** Software Engineer I  
**Job Code:** 8443  
**Pay Grade:** 66  
**FLSA Status:** Exempt

#### **PURPOSE OF CLASSIFICATION:**

Under general supervision, performs systems analysis, system design and 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 software applications design and development duties; meets with project management and users to obtain and analyze user requirements; researches and analyzes system, user and programming requirements; performs programming, system and data analysis; defines project scope; makes changes to existing specifications; prepares program implementation documentation; designs and develops new applications and re-writes, updates, enhances 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.
- Designs, codes, enhances and compiles programs using various programming languages, system utilities and commands; designs and writes menus, queries, screens, layouts, scripts and report formats using various tools and utilities; designs and 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 systems analysis, systems design principles, and 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 design, and systems integration design concepts as they relate to applications design and 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 perform business and process analyses, apply critical thinking skills, and reach sound, logical conclusions regarding user needs and business requirements.
- Must have the ability to understand the relevant processes and methods needed as part of software life cycle (SDLC) and related IT methods.
- Must have the ability to understand and apply functional requirements to the development of systems proposals, specifications and recommendations for efficient, cost effective information systems and technology solutions.
- 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 set priorities and 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 designing, 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. Also, some experience deploying .Net and/or Java applications, 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 bachelor's degree with a major in computer science, management information systems, or a related field and one year experience OR a post secondary school education equivalent to an Associate's degree in computer science, management information systems, or a related field and three (3) years experience OR (60) semester hours post secondary school course work in computer science, management information systems, or a related field and 3 (three) years experience; OR five (5) years experience in performing business process analyses and designing, developing, installing and maintaining computer systems and applications; 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:**

Incumbents perform software design and development duties, including researching and analyzing user requirements; performing system and data analysis; defining project scope; designing, 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 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. Incumbents may lead the work direction and tasks of users and some information technology coworkers in the course of project management when achieving project goals.

Date: 01/28/08

Revised:

Approved by:

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Juvenile Court Administrator

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Date

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Superior Court Administrator

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Date

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Manager, Human Resources

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Date

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Director, Human Resources

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Date