



Pima County Consolidated Justice Court

Job Description

Job Title:	Programmer Analyst, Jr.
Class Code:	5695
Class Title:	Technical Level 1
FLSA:	Non-Exempt
Court Status:	Court Classified
Salary Range:	\$31, 748 - \$47, 622 annually
Minimum Qualifications:	
<p>An Associate's Degree in Computer Science or a related field from an accredited college or a certificate of completion in computer programming and six months programming experience. Additional relevant experience and/or education may be substituted for the aforementioned education and/or experience.</p>	
Licenses and Certificates:	
<p>None required, but preference given to applicants with specialized certification or licensure relative to the area of assignment.</p>	
Summary:	
<p>This class is distinguished from the Programmer Analyst by the performance of the more routine tasks and duties including fundamental applications programming, testing and maintenance of computer systems. They will receive instruction or assistance as new or unusual situations arise. This is a court classified position that reports directly to the Information Technology Manager. This position has no supervision responsibilities.</p>	
Essential Duties:	
<ul style="list-style-type: none"> • Champion the values of the court through example and accountabilities; • Meets with end users to determine specific requirements for computer programs and systems; • Establish and maintain best practices, documentation standards, programming practices and procedures; • Design, code, test, modify and maintain programs in various languages including Visual Basic .NET, ASP .NET, HTML/XML, MS SQL Server T-SQL; • Establishes and maintains appropriate system/programming security measures; • Identifies, documents, and resolves program conflicts with other systems and programs; • Provides training on new software; 	
Additional Duties:	
<ul style="list-style-type: none"> • May perform technical support duties and support other IT functions as needed; • Performs special assignments and projects as needed; • Work hours vary and may include evening, weekend, and holidays. 	
Knowledge of:	

- Object Oriented programming languages such as VB.NET, C#.NET, Java or C++;
- Structured Query Language (SQL) and basic database features such as fields, records, tables and keys;
- Windows based applications (word processing, spreadsheets, e-mail, etc.);
- Business English, spelling, grammar, and punctuation.
- Case/file management principles, procedures and techniques;
- Office practices and procedures.

Skill in:

- Programming concepts and relational database structures;
- Organizing requirements and the establishment of priorities;
- Developing and implementing new or revised procedures;
- Interviewing techniques;
- Troubleshooting;
- Documenting and flowcharting;
- Identifying, analyze and resolve programming problems applicable to information processing systems;
- Organizing and managing multiple and often competing priorities;
- Working independently as well as cooperatively in a group;
- Being proactive and working under medium supervision.

Special Notice Items:

All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials.

Physical/Sensory Items:

Work is generally performed indoors in an office setting and often requires extended hours of sitting. This position requires minimal lifting of up to 50 pounds. Work hours occasionally are required before or after standard court hours or on weekends.

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Revised:				
Approved by:				
	Hiring Authority:		Date:	
	Court Administrator:			
	Human Resources Manager:			