



Pima County Consolidated Justice Court

Job Description

Job Title:	Programmer Analyst
Class Code:	5696
Class Title:	Technical Level 2
FLSA:	Exempt
Court Status:	Court Classified
Salary Range:	\$49,920 - \$63,655 annually
Minimum Qualifications:	
<p>An Associate's Degree in Computer Science or a related field from an accredited college and two years of programming experience OR: a Bachelors Degree in Computer Science or a related field. 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>Analyzes, designs, tests and maintains specific application systems used in the Pima County Consolidated Justice Court (PCCJC). Will work in a team environment that includes end users and technical staff. Responsible for complete SDLC including developing scope and requirements, project planning, design, implementation and testing. Developing environment includes: Microsoft operating systems; Microsoft .NET Frameworks 1.1 and higher; MS SQL Server 2005 and higher; MS SQL Server Reporting Services; MS Team Foundation Server; MS Internet Information Server. This is a court classified position that reports directly to the Information Technology Manager. This Programmer Analyst 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; • May serve as lead programmer to Information Technology staff for complex or unique projects. 	
Additional Duties:	
<ul style="list-style-type: none"> • May sit on various Pima County IT committees and subcommittees; • 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:

- Principles and techniques of applications programming and systems analysis;
- Operating principles, capabilities and limitations of information processing systems, modules and subroutines;
- Principles and techniques for the adaptation of office procedures to information processing systems;
- Techniques of database design and management;
- Principles and techniques for the development and maintenance, security and privacy measures;
- Effective training and communication techniques;
- Analyzing application programs and system operations and organize their components in logical order.

Skill in:

- MS SQL Server T-SQL, Visual Basic .NET, ASP .NET, HTML/XML;
- Identifying, analyze and resolve programming problems applicable to information processing systems;
- Research skills including the design, analysis and documentation of results;
- Organizing and managing multiple and often competing priorities;
- Working independently as well as cooperatively in a group;
- Being proactive, taking initiative and working under minimal 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.