



CLERK OF THE SUPERIOR COURT PIMA COUNTY

JOB ANNOUNCEMENT



OPEN RECRUITMENT

THIS POSITION WILL REMAIN OPEN UNTIL FILLED.

FIRST REVIEW OF APPLICATIONS WILL BE DECEMBER 2, 2016.

CLASS TITLE: SOFTWARE ENGINEER II
CLASS CODE: 8444
PAY GRADE: 69
RATE OF PAY: \$28.4413 - \$42.6621
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.
- Interviews users and analyzes business rules and process requirements; develops and refines business process and entity relationship diagrams; consults with managers and users on systems and technology alternatives capable of addressing and resolving their business needs; recommends work process and/or operating changes to complement system functionalities; meets with users to determine project objectives and goals. Discuss system design and maintenance and identify future system needs and allowances for new technology; determines hardware and software needs; identifies detailed project requirements and develops system designs.
- Performs complex 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 specification' prepares program implementation documentation; designs and develops new 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 complies 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.
- Understands at an advanced level the importance of processes and project plans and contributes to the creation of those; creates complex project plans and other project artifacts.
- Performs project management responsibilities and works collaboratively and cooperatively with team members and users to ensure project accountability.
- Provides support to court departments on applications problem resolution; identifies; analyzes; troubleshoots and resolves production and programming problems.

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- Prepares systems processing and maintenance documentation.
- Trains users on new or modified programs as required.

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 three years' experience OR a post-secondary school education equivalent to an associate's degree in computer science, management information systems, or a related field and five (5) years' experience OR (60) semester hours post-secondary school course work in computer science, management information systems, or a related field and six (6) years' experience OR eight (8) 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. The successful candidate must be available to work after hours and weekends when required.

ADDITIONAL RESPONSIBILITIES/DUTIES:

- Assists with systems software installation; server; database and security administration.
- Maintains vendor software and in-house programs.
- Performs other related duties and projects 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 project management tools and techniques including preparation and management of detailed project schedules and metrics and change management and control.
- 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, LANSWANS and servers.
- Must have the skills to perform business and process analyses; apply critical thinking skills; and reach sound and 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

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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.

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; performs system and data analysis; defines project scope; defines project objectives and goals; develops and implements project plans; determines feasibility; develops system designs and specifications; designs; develops and codes new software applications or enhances and modifies existing software applications; and performs quality assurance to ensure applications meet user needs and requirements. Work is typically assigned by the Information Services Manager/Applications Development. 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.

SELECTION PROCEDURE:

This position is open to the public and current Pima County employees.

HOW AND WHEN TO APPLY:

If interested in applying, please submit a cover letter, application and resume to the Office of the Clerk of the Superior Court, Human Resources, 110 Congress, Tucson, AZ 85701. The Clerk of the Superior Court application is available at <http://www.agave.cosc.pima.gov/home.asp?include=pages/employment.htm>.

This position will remain open until filled. First review of applications will be December 2, 2016.

Date: 11/10/16