PROGRAMMER ANALYST I/II

Posting ID: EM1781941E

Company: Eighth Judicial District Court

Company Website: http://www.clarkcountycourts.us/

Work Location: Las Vegas

Position Type: Full-Time

Salary: $52,395.20 - $87,776.00

College Major(s): Computer Science (CS)

College Level(s): Graduate Student

OVERVIEW

JOB SUMMARY:

Performs applications systems design and modification and programming of a routine to complex nature in support of County and local government administrative and business services for multiple computer platform applications.

Roles and Responsibilities

CLASS CHARACTERISTICS:

Programmer/Analyst I - is the entry-level class of this professional series. Initially under close supervision, incumbents perform the more routine programmer/analyst duties while learning County or agency policies and procedures and becoming familiar with departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Programmer/Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications for the higher level class.

Programmer/Analyst II - is the experienced level in this series, fully competent to perform the full range of professional duties. Successful performance of the work requires a thorough knowledge of governmental applications systems design and programming and the ability to exercise sound independent judgment within established guidelines. This class is distinguished from Senior Programmer/Analyst in that the latter is the lead/technical specialist level in its class series.

Education and Qualifications

MINIMUM REQUIREMENTS

Education and Experience:
Programmer/Analyst I - Equivalent to a Bachelor's Degree in Computer Science, Management Information Systems, or a related field. Some large-scale programming and/or systems analysis experience is desirable. Additional experience in systems analysis and/or programming may be substituted for the education on a year-for-year basis to a maximum of two (2) years.

Programmer/Analyst II - In addition to the above: Two (2) years of full-time professional level experience in systems analysis and programming in a large multi-processing environment.

Working Conditions: Work extended shifts or be called back in emergency situations.

Licensing and Certifications: Specified positions must possess a valid Nevada Class C Driver's License at time of appointment.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

**Preferred Skills**
Knowledge of:

Programmer/Analyst I - Computer programming principles, techniques and procedures for administrative and business applications; batch and online applications techniques; form and document design techniques; operating principles and characteristics of various computers and associated hardware; job planning, prioritizing and scheduling techniques; basic accounting, statistical, business administration and office procedures; techniques for dealing with county staff, in person and over the telephone.

Programmer/Analyst II - In addition to the above: Techniques to establish projects in the automated project management system; techniques of project oversight for other programmer/analysts in the project team; systems analysis and design procedures and techniques.

Skill in:

Programmer/Analyst I - Developing logical procedures and coding their steps into programming instructions and developing tests to validate program design; troubleshooting hardware and software problems and debugging programs and applications; preparing clear and concise program documentation, customer procedures, reports of work performed and other written material; translating customer department needs into operational programs; instructing customer department staff in the operation of new or revised computer applications, including explaining system concepts to non-technical customers; exercising sound independent decisions within established procedural guidelines; establishing and maintaining effective working relationships with those contacted in the course of the work.

Programmer/Analyst II - In addition to the above: Analyzing systems and problems and developing new or modified programs to meet user department needs; analyzing system requirements and selecting appropriate hardware and software for system design; overseeing specific projects in the automated project management system; making effective oral presentations to large and small groups.
How to Apply