



## Judicial Division-Job Posting

<b>Job Title:</b> System Analyst I	<b>Salary Grade:</b> 7
<b>Department:</b> Information Technology Services	<b>Salary:</b> \$50,213.00-\$60,255.00
<b>Reports To:</b> Director of Information Technology	<b>Date Created:</b> April 2008
<b>FLSA Status:</b> Exempt	<b>Date Revised:</b> April 2016

### POSITION SUMMARY

Responsible for the analysis, design, development, and implementation of system and computer application development projects. Will assist in determining systems, applications and database availability, responsiveness, and data integrity. Promotes quality methods, provides cross training and customer service, establishes vendor relationships, and works to determine the direction of the court with regard to technology.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for implementing project plans, system analysis and design development.
2. Assist in identification, evaluation, and repair of systems, applications and procedural issues.
3. Assist in the development, design, implementation and monitoring of security provisions of court applications and systems.
4. Responsible for the design, development and maintenance of current applications and system documentation.
5. Assist in analyzing, designing, developing, documenting and maintaining business procedures and work flows as required for court operations.
6. Assist in generating and executing clear written documentation and instructions to program developers on the needs of the Court.
7. Evaluate and develops training programs for new applications or system software.
8. Assist in the development and design of data reporting and data mining documents as requested by the court.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all job duties performed. Other duties may be assigned.*

## **SUPERVISORY RESPONSIBILITIES**

None

## **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Three years programming experience, two years of moderate to heavy end user contact and analysis experience.
- Excellent analytical skill and judgment, with the ability to make recommendations or decisions and to implement same on a timely basis
- Requires working knowledge of PL/SQL, crystal report generator tool-set, application documentation and real-time programming techniques.
- Excellent knowledge of and demonstrated capabilities with UNIX, Oracle or other UNIX based enterprise class relational database management systems. TCP/IP administration, and recent Oracle RDBMS administration experience is also desired.
- In depth knowledge of structured system development methodology and relational database theory.
- Excellent oral and written communication skills.
- Must have or develop an understanding of the functions of Court departments in order to assess needs and provide appropriate services.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Computer Sciences or related field required with one to two years' experience. Master's degree preferred.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

]Must be able to push and pull up to 75 pounds and lift and carry 15-20 pounds on a regular basis.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **COURT EXPECTATIONS of EMPLOYEE**

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while

carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing and 180-day work testing period.

**APPLICATION PROCEDURE:**

- Visit our website: [www.cmcoh.org](http://www.cmcoh.org).
- Click on job opportunities link.
- Interested candidates should submit a completed application, cover letter & resume to [employment@cmcoh.org](mailto:employment@cmcoh.org).
- Only qualified applicants will be contacted to move forward in the interview process.
- Position will remain open until filled.

**Equal Opportunity Employer – Smoke-free and Drug-free Workplace**