

SECOND JUDICIAL DISTRICT COURT
WASHOE COUNTY
STATE OF NEVADA

DISTRICT COURT TECHNOLOGY SYSTEMS DEVELOPER

\$47,403.20 - \$73,424.00 annual salary (DOE)

Plus a comprehensive benefits package

Announcement Date: Friday, September 26, 2014

Applications will be considered until positions is filled

Interested applicants should apply online at <http://www.washoecourts.com>.

A complete application packet will consist of the following items:

- ✓ Completed District Court Application
- ✓ 3 Professional References
- ✓ Cover Letter
- ✓ Resume

Applications without these items will be considered deficient. Resumes will not be accepted in lieu of the completed District Court application.

Completed applications should be emailed by clicking the green "Email Application" button at the upper, right-hand corner of the application. Applications may also be faxed to the attention of Court Human Resources at (775) 325-6601 or mailed to Court Human Resources, Second Judicial District Court, 75 Court Street, Reno, Nevada 89501. If you experience problems with the email function, please save the form and email directly to hr@washoecourts.us.

The Second Judicial District Court is an Equal Employment Opportunity Employer

Under supervision of Court Administration and Information Technology Facilities Administrator, translates program specifications into command instructions and options for information systems and develops/modifies databases maintenance as required; and performs related work as required. The Court Technology Systems Developer writes a variety of computer programs and is responsible for the development, modification and maintenance of web applications.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Analyze program specifications, flow charts, and decision tables to develop a sequence of coded instructions to create and update efficient computer programs and web applications

Prepare flow charts and diagrams by going through the work processes to establish a logical sequence of computer processing database creation, application and display and conduct sample runs for testing programs to ensure consistency and quality; identify problems and develop programming alternatives.

Update and support District Court Internet and intranet websites with new content and suggest new design features. Develop new web applications based upon documented business procedures.

Develop written operating procedures to be used by users to run new computer programs and train staff responsible for database automation.

Instruct and support users in the use of new web applications and programs. Develop final program changes, documentation and procedure manuals; review database automation and maintenance performed by project staff to ensure adherence to quality standards and avoid duplication of data.

Create, convert, and modify databases using appropriate database language that includes interfaces with other systems.

Assist in supporting users with desktop applications as needed.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Databases and database software

Departmental/division policies and procedures

Programming languages such as, Java, jsp/jquery, HTML, ASP and CFML

Experience with latest versions of Microsoft SharePoint

Experience with latest versions Adobe ColdFusion

Experience with Adobe Acrobat

Computer programming and documentation techniques

General knowledge of database software

Ability to:

Perform the full range of programming and database modification jobs and assignments

Instruct and support users in the use of data and software

Analyze problems, develop solutions, or recommendations, and oversee correction within assigned

Plan and organize work in order to set priorities and deadlines

Prepare and test computer programs

Use computer hardware, software and peripherals

Prepare program documentation and operating procedures manuals

Communicate effectively both orally and in writing

Prepare, instruct, or present detailed oral and written reports

Interpret and apply regulations, policies and procedures

Maintain effective working relationships with department staff and representatives of other departments

MINIMUM QUALIFICATIONS

Experience and Training Guidelines

Any combination of experience and training that would provide the required knowledge, skills, and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills, and abilities is:

Experience

Two years of progressive website development, programming and website administration.

Minimum Education and Training

A Bachelor's degree in Computer Information Systems or a closely related field from an accredited college or university.