October 2018
FLSA: NON-EXEMPT
CLASS CODE: 01410

APPLICATIONS DEVELOPER

DEFINITION

Under general supervision, designs, develops, implements, enhances, and maintains routine to moderately complex applications in order to meet user-defined requirements; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This technical classification performs a variety of application development and maintenance duties related to the Court's web based applications and related systems. This position analyzes and documents user business and operational requirements, performs application testings; assists in the implementation of new applications, creates and/or modifies routine to moderately complex programs and databases and handles the overall maintenance of Court applications.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops and implements automated processes, scripts, triggers, specialized views and reports in response to user needs.
- Installs and supports new and/or upgraded versions of applications.
- Confers and interfaces with end users to develop application requirements and features; researches, analyzes, designs, and implements changes to departmental programs and databases.
- Designs and implements systems and interface testing to ensure applications perform to meet user requirements.
- Assists users with operational questions or problems and in the use of computer software applications related to specific Court activities; provides new user training and ongoing support to keep all end users apprised of changes and upgrades to Court computer systems software.
- Maintains and compiles documentation of user procedures, technical references, training manuals, handbooks and guides; maintains tables, data structures, diagrams and testing data.
- Administers the Court's public website; performs routine web application maintenance; implements changes based on departmental and Court needs.
- Runs comprehensive systems reports for departmental and Court use.
- Coordinates with other Information Technology staff to resolve problems with system applications; works with software providers to accomplish specific maintenance and modifications.
- Enforces the Court's information technology operational policies and procedures.
- Stays abreast of current trends and developments in the field of computer software programs and systems on a variety of hardware operating systems.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applications and functions of computer hardware, software, and peripheral devices.
- Theory and design of programming.
- Principles of systems analysis and design.
- Database management systems and software.
- Website content management systems.
- Netware, Windows, and Unix operating systems.
- HTML, PHP, and JavaScript programming languages.
- Computer and peripheral equipment maintenance methods and procedures.
- Modern office practices, methods, and equipment.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Court staff.

Ability to:

- Develop and implement software and web applications.
- Analyze, diagnose, and troubleshoot database systems and software applications.
- Analyze and evaluate data, formulate user needs, and implement system plans.
- Write system procedures.
- Learn to use new and existing software and hardware.
- Present effective training programs and train users in the application and use of computer applications.
- Compose clear and concise correspondence and reports.
- Understand and follow oral and written instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of an Associate's degree with major coursework or specialized training in computer science, information systems, business administration, or a related field and two (2) years of

responsible experience in coding, testing, debugging, basic design, and documentation of computer applications.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Court and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, to set up IT equipment and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.