

POSTING DATE: December 10, 2015
REMOVAL DATE: December 24, 2015

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: PROGRAMMER ANALYST I
Department of Innovation & Technovation
Unionized through A.F.S.C.M.E. DC 47 – Local 810

(Open to New Hires, Transfers or Promotions)

SALARY: \$52,155 - \$57,680 (P23)

FILING DEADLINE: Thursday, December 24, 2015

REQUIREMENTS:

1. A Bachelor's degree from an accredited college or university in Computer Programming, Computer Science or a related field
2. One to two years of professional or technical experience in computer field, computer operations and programming

OR

Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a Bachelor's degree from an accredited college or university

3. City residency required within six (6) months of satisfactory completion of an orientation period.
4. Ability to perform the essential functions of the position.

GENERAL DEFINITION:

The employee designs and develops complete and complex programs and prepares complete documentation. This is technical work at the full performance level analyzing and defining complex computer systems in order to develop detailed programs for electronic data processing operations, performing systems and procedures analysis. An employee in this class writes programs, tests, debugs and analyzes the results of programs. The employee may give technical guidance, functional supervision and assistance to other programmers. The employee works under the direction of a technical supervisor who assigns work, gives general guidance and technical assistance in various stages of development and design.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Studies and analyzes statistical or record-keeping of limited scope and complexity to determine feasibility of utilizing more economical and efficient data processing
- Studies specifications for proposed or revised computer systems requiring detailed programming
- Converts symbolic statements of work processes to detailed logical block diagrams for coding into computer programs
- Translates data into program form
- Confers with superiors to resolve program intent, output requirements, input data acquisition, and the use of internal checks and controls
- Prepares sample data to test program for accuracy and completeness
- Revises and refines programs as required
- Establishes check-points at regular intervals to verify the accuracy of the work in progress
- Documents all procedures used in preparation of programs
- Prepares system flowcharts and block diagrams of existing systems
Prepares recommendations for revised systems
- Prepares written and oral reports on work progress
- Gives technical guidance and assistance to less experienced programmers or acts as a lead programmer if required

MARGINAL FUNCTIONS:

- May receive requests for special selection and/or sorted hard copy of magnetic media reports and provide them to users directly
- May coordinate or initiate batch processing of recurring reports on a scheduled basis
- May convert or provide computerized data in a variety of formats upon request
- May provide formal or informal instruction or troubleshooting services to co-workers on system usage
- Performs related work as required

ENVIRONMENTAL CONDITIONS:

- Standard clerical office and courtroom conditions.
- Direct contact with diverse court clientele.

KNOWLEDGE, SKILL AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Experience in MS SQL Server 2008 T-SQL development including views, functions and stored procedures. 2+ years of experience with Microsoft .Net(C# and VB) using Visual Studio 2008/2010, 2+ year of experience with JavaScript and CSS. An added plus,

knowledge in and experience with ORACLE 9i and higher, ORACLE 6i Forms, ORACLE Reports, PL/SQL, Pro C , and AIX operating systems.

- Knowledge of CGI, PERL and ASP.
- Thorough knowledge of computer programming, problem-solving, block methods and techniques of programming.
- Considerable knowledge of standard computer programming, principles, practices; diagramming and flowcharting.
- Knowledge of the principles and practices of methods and procedures analysis.
- Skill in inductive and deductive reasoning.
- Skill in creativity to think outside the box when resolving problems.
- Ability to exercise independent judgment in writing programs.
- Ability to comprehend and analyze complex problems and to develop solutions.
- Ability to present clearly and precisely, oral, graphic and written reports.
- Ability to prepare technical reports and manuals.
- Ability to establish and maintain effective working relationships with departmental officials and associates.

The First Judicial District of Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.