

CUYAHOGA COUNTY COMMON PLEAS COURT

GENERAL DIVISION – JOB DESCRIPTION

Job Title: Programmer
Department: Information Systems
Reports To: Director of Information Systems
Salary Range: \$81,660.80

SUMMARY

This is an unclassified position held at the pleasure of the Court. This Programmer works under the supervision of the Director of Information Systems and is given specific instructions but works primarily independently. Review of work is done on an on-going basis. Errors are usually caught through self-review of completed work, by the Director or immediately by the end users.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Create, modify, and test the code and scripts that allow software and applications to function;
2. Test programs for errors, identify bugs, and correct them to ensure proper function;
3. Confer with Director and representatives of departments concerned with programs to resolve questions of program intent, data input, output requirements, and inclusion of internal checks and controls;
4. Develop, implement, maintain and support custom built applications for the Court of Common Pleas and its departments;
5. Creates, Maintains, and queries databases; designs and creates new relational database structures that are logical and normalized to support initiatives;
6. Writes SQL queries to access data used for reports, applications and extractions;
7. Analyze, review, and rewrite programs to increase operating efficiency or to adapt program to new requirements;
8. Compile and write documentation of program development and subsequent revisions;
9. Correct program errors, use methods such as to modify program or alter sequence of program steps. Train workers to use computer program;
10. Work with Systems Analyst to obtain and analyze project specifications and flow charts. Assist computer users to resolve problems in running computer program;
11. Perform a variety of other related duties as required.

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

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KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Proficiency with Microsoft Office applications, Microsoft Access programming (VBA), and/or Visual Basic/.Net;
2. Web design/programming techniques, HTML, and Report Writing using Access;
3. Database management software (SQL Query (VBA), Oracle SQL Developer and or PL/SQL);
4. Ability to communicate technical information to non-technical audiences;
5. Must maintain good working relationships with Judges, programming staff, management and end users;
6. Proficiency in other programming languages;
7. Position requires a flexible work schedule outside of the normal court operation hours (i.e., evenings and weekends);
8. Strong problem-solving, analytical, and logical thinking abilities;
9. Attention to detail and accuracy and the ability to understand and follow instructions;
10. Professional appearance and demeanor consistent with the standards and expectations of the Court.

EDUCATION and EXPERIENCE

Required: A Bachelor of Science degree in Computer Science, Information Technology, Computer Engineering, MIS or equivalent degree. Candidate must possess a minimum of three (3) years of experience in a data processing environment, application development and design, database development and design, computer information systems; or an equivalent combination of education, training, and experience. Must have proficiency of at least two (2) programming languages used by IT Department. Preferred: Five (5) years of experience.

PHYSICAL DEMANDS and WORK ENVIRONMENT

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. 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.

This position requires working in a normal Court and/or office environment with no unusual demands or exposure to hazardous situations. Frequent contact is made with Judges, Court personnel, programming staff, management, and end users.

The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. This position may require some work beyond normal hours, including evenings and weekends.

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COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of this position, the Court expects the employee will adhere to all Court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with Department Head about department issues.

APPLICATION REQUIREMENTS

Proof of education and employment references will be required before final interview. Valid Ohio Driver's License and automobile insurance required. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment.

**Cuyahoga County Common Pleas Court
Gregory Popovich - Court Administrator
1200 Ontario Street
Justice Center - 11th Floor
Cleveland, Ohio 44113**

(e-mail: infosys@cuyahogacounty.gov)

*****This position will remain open until filled*****

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

Equal Opportunity Employer – Smoke-Free and Drug-Free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County's website:

www.cuyahogacounty.gov