



## **JOB DESCRIPTION**

**Title:** Applications Programmer

**Department:** Administrative Office of the Harris County District Courts

**Reports To:** Assistant Court Administrator

The Administrative Office of the Harris County District Courts (DCA) is looking for an associate level applications programmer to be part of the team supporting and extending the use of Microsoft based solutions.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Support and extend Microsoft based applications portfolio.
- Support and enhance the internet and intranet solutions.
- Administer, extend, and implement MS SharePoint solutions.
- Analyze and create custom reports.
- Develop methods and supporting SQL queries as needed to support new and existing report requirements (e.g. state reporting, judiciary, open records requests etc.)
- Work as a team member to implement new processes and IT solutions, including application design, development and ongoing support.
- Be part of a team that maintains and develops custom solutions using Microsoft .NET and C# technologies.
- Review, analyze, modify, and create programming systems that includes encoding, testing and debugging.
- Write detailed descriptions of program functions and steps required to develop or modify programs, prepare and/or maintain documentation that pertains to programming, systems operation and user documentation.
- Translate business specifications into user documentation.

Perform other duties as assigned by the Assistant Court Administrator.

## **EDUCATION AND EXPERIENCE**

Bachelor's Degree in Computer Science from an accredited college or university.

One to Two Years Programming work experience with an emphasis on internet technologies in a courts environment.

Experience with MS SQL (T-SQL) and applied Object Oriented Programming techniques is required.

Exposure to MS SQL Server Management Studio and reporting is desirable.

Formal training in software development and structured analysis methods is desirable.

Must be flexible and be willing to adapt to change.

Must have the ability to establish and maintain effective working relationships with staff and other departments/agencies.

Must have the ability to communicate effectively verbally and in writing.

Must be able to create and define technical requirements from business requirement documents.

Excellent organizational and analytical skills are essential.

Knowledge of the JIMS/jweb and ViPS Court Systems DCA uses to support criminal, civil and family courts is desirable.

Must be able to maintain sensitive and confidential information.

Must be able to respond to common inquiries or complaints from members of the judiciary, staff, or community.

**To Apply:** Submit a letter of application and a resume to:

**Ally Cruz**  
**Administrative Offices of the District Courts**  
**1201 Franklin, 7<sup>th</sup> Floor**  
**Houston, Texas 77002**

All resumes must include specific information regarding the applicant's education, previous positions, experience, and salary information.

**Closing:** The resume and application must be received on or before Feb 5, 2016.

**AN EQUAL OPPORTUNITY EMPLOYER**