



Clark County
PROGRAMMER ANALYST I/II

SALARY	\$29.44 - \$49.33 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	27077
DEPARTMENT	District Court	OPENING DATE	02/26/2024
CLOSING DATE	Continuous		

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the Programmer Analyst I/II position. This position performs applications systems design and modification and programming of a routine to complex nature in support of District Court's administrative and business services for multiple computer platform applications. The ideal candidate will be working with a dynamic IT team performing works that require thorough knowledge of governmental applications systems design and programming, exercising sound independent judgment within established guidelines.

This is an open and continuous recruitment, scheduling dates will vary depending on when the application was received and reviewed by Human Resources.

Programmer Analyst I - is the entry-level class of this professional series. Initially under close supervision, incumbents perform the more routine programmer/analyst duties while learning District Court and local agency policies and procedures and becoming familiar with departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Programmer/Analyst II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications for the higher level class.

Programmer Analyst II - is the experienced level in this series, fully competent to perform the full range of professional duties. Successful performance of the work requires a thorough knowledge of governmental applications systems design and programming and the ability to exercise sound independent judgment within established guidelines.

This examination will establish an Open Competitive Eligibility list to fill current and/or future vacancies that may occur within the next six (6) months at either level or may be extended as needed by District Court Human Resources.

District Court Human Resources reserves the right to call only the most qualified applicants to the selection process.

Some positions may be used to fill term Limited-Permanent positions. The selected candidates will be hired for a special project or duties of a limited duration and be required to sign a term of employment letter specifying condition and exact dates of employment. The successful candidates will be eligible for benefits during the duration of employment.

Some positions may be Grant Funded. Grant Funded positions are subject to continuation based on availability of grant funds and the employee will be terminated without right of appeal when such funds are no longer available.

Some positions may be confidential positions and are excluded from membership in the union.

Some positions may be non-union positions and are excluded from membership in the union.

MINIMUM REQUIREMENTS

Education and Experience:

Programmer/Analyst I - Equivalent to a Bachelor's Degree in Computer Science, Management Information Systems, or a related field. Some large-scale programming and/or systems analysis experience is desirable. Additional experience in systems analysis and/or programming may be substituted for the education on a year-for-year basis to a maximum of two (2) years.

Programmer/Analyst II - In addition to the above: Two (2) years of full-time professional level experience in systems analysis and programming in a large multi-processing environment.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

Working Conditions: Work extended shifts or be called back in emergency situations.

Licensing and Certifications: Specified positions must possess a valid Nevada Class C Driver's License at time of appointment.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Pre-Employment Drug Testing: Employment is contingent on the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

Gathers and analyzes information regarding customer systems and requirements and develops or modifies automated systems to fulfill these needs. Conducts feasibility studies and develops system, time, equipment and cost requirements. Using computer generated techniques, simulates hardware and software problems, tests and evaluates alternative solutions, and recommends and implements appropriate applications design. Develops program logic and processing steps; codes programs in varied languages. Plans and develops test data to validate new or modified programs; designs input and output forms and documents. Troubleshoots software problems as needed, for customers, other agencies and information systems personnel. Writes program documentation, customer procedures and instructions; assists customer departments and staff in implementing new or modified programs and applications; tracks and evaluates project and systems progress. Writes utility programs to support and validate adopted systems and programs. Confers with user department staff regarding assigned functional program areas. Maintains records and prepares periodic and special reports of work performed. Maintains current knowledge of technology and new computer customer applications. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating

as an active member of a work team. Uses standard office equipment in the course of the work; may drive a personal or County motor vehicle or be able to provide for appropriate transportation between various work sites, depending upon departments and/or projects assigned.

PHYSICAL DEMANDS

Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Agency

Clark County

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(702)455-4565

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<http://www.clarkcountynv.gov>