

NEW MEXICO JUDICIAL BRANCH

SOFTWARE APPLICATIONS DEVELOPER SENIOR

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under direction, analyze end users' needs and develop and maintain system to meet those requirements. May be assigned as a team lead on a projects.

QUALIFICATIONS

Education: Bachelors' degree in business administration or management, project management, computer science, information technology (IT)-related engineering or other related field.

Education Substitution: Four (4) years relevant experience, and/or a combination of relevant experience and technical education, or network engineering certification will substitute for education on a year for year basis.

Experience: Five (5) years of experience in systems design, analysis, and development including programming, debugging and troubleshooting experience using web centric, n-tiered technology; analyzing user requirements and preparing recommendations for systems architecture.

Experience Substitution: Additional relevant education at the Master's Degree level may substitute for experience at a rate of 30 semester hours equals one (1) year of experience.

Knowledge: Knowledge of computer software development; project life cycles; database design and management; structured query languages; programming languages; integrated development environment software and operating systems; software change management; industry standards and its impact on technology and processes; adult training techniques.

Skill & Ability: **Skill in** analyzing users requirements; interviewing end users to discover needs or problems; communicating effectively with diverse parties both orally and in writing using technical and non-technical language; providing guidance to lower level Software Engineers; organizing and setting priorities; multitasking; meeting deadlines under pressure; working independently; transforming system analysis specifications to effective design specifications; integrating new procedures into existing computer code; analyzing impact a change in one application makes on other projects; utilizing logic and problem solving skills; maintaining attention to detail; interpreting end users business processes to architect, create and implement computer software solutions; designing appropriate test environments and analyzing results to identify problems; using integrated development environment software; troubleshooting; researching and analyzing problems logically and recommending alternative courses of action. **Ability to** forecast; develop written instructions, training materials and manuals and provide hands-on PC training in the classroom; establish and maintain cooperative working relationships and act as a team leader on projects.

EXAMPLES OF WORK PERFORMED

Identify software requirements and create and design new applications; with these identified specifications, develop customized applications to maintain and strengthen the Judiciary's business processes; coordinate with technical staff concerning day-to-day activities and/or projects; identify enhancements needed to applications already in use, follow approval process and work with end users if

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approved; modify, maintain and support existing applications or integrate new features into existing application(s); research, interpret, initiate and communicate best practices for fulfilling end user requirements; identify data quality problems and source of problems, develop strategies to remedy problems and design and if necessary, perform training to alleviate future problems; develop and maintain Judiciary and/or judicial entity internet and intranet web applications and web pages; establish links and interfaces to other state and federal agency applications and databases; interact with end users to understand judicial entity business flows and objectives; work with judicial entities to streamline and improve business processes and/or create new business processes involving judicial technology applications; develop application testing procedures, debug, and troubleshoot new software applications, using testing methodology; document error(s) and resolve all errors before implementation; develop end users and technical manuals and document procedures for judicial entity applications and business processes; train end users in case management and other various software and establish judicial entity processes for implementation of new software applications; coordinate and supervise the maintenance of data base tables created for applications. **May** provide support to committees that guide the Judiciary's technology direction and when assigned act as the team lead on a projects including motivating and mentoring others, planning and assigning work, and providing appropriate training, coaching and feedback.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office, field or court setting. Travel may be required in the course of work (including meeting attendance and training) and a valid driver's license is required. The employee is expected to be punctual and to adhere to assigned work schedule. Assigned work schedules may be flexible, to include days, nights, weekends and holidays and overtime may be required. The employee must regularly interact positively with co-workers, clients, the public, judges and justices; work under severe time constraints and meet multiple demands from multiple sources. The work requires prolonged use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to kneel, stoop, lift, pull and carry up to 40 pounds. The employee may be required to sit or stand for long periods of time. The employee may be exposed to fluctuating outdoor and building temperatures; hostile or violent situations that may arise when dealing with individuals involved in court cases or contagious health conditions.