

COURT COMPUTER APPLICATIONS PROGRAMMER

DEFINITION

Under general direction, to prepare program code for the development of Court computer applications; to develop test data and debug programs; to participate in the conversion of general Court work and business to computer methods; to develop, modify and maintain major Court computer application systems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the performance of professional computer programming work. This class is distinguished from Court Computer Business Analyst, in that work assignments are primarily in the area of writing program code and testing and debugging programs. A Court Computer Applications Programmer also has a general responsibility for the development, modification, and maintenance of a major Court Computer Application Systems, such as the Traffic System, which includes on-line-interfacing with the systems and computer communications of other agencies. A Court Computer Business Analyst has instead works more with the computer user in the development and conversion of general Court business to data processing and conducting formal user testing of newly developed software applications.

REPORTS TO

Court Computer Systems Manager.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Translates program specifications and requirements into computer programs; develops test data, tests programs, and makes revisions to eliminate errors and excess processing time; develops system and logic diagrams for programming applications; provides assistance for Business Analysts in working with Court management and staff in the development of new software applications and the conversion of Court business to computer methods; may work with and assist consulting software developers in the development of software applications; performs a variety of special assignments as directed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and computer training center environment; including long periods of continuous work on a computer screen and key board.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of the functions of the Superior Court of California, County of San Francisco.
- Production capacities and general capabilities of data processing equipment.
- Symbolic programming languages, data base languages, and general software used by the Superior Court of California, County of San Francisco.
- Computer program testing, debugging, and modification techniques.
- Development of technical system documentation.

Ability to:

- Code, test, and debug computer programs.
- Prepare technical computer system documentation and comprehensive user manuals.
- Develop of software applications and the conversion of Court business to computerized methods.
- Organize and present ideas and recommendations both orally and in writing.
- Organize statistical and narrative information in a clear, concise manner.
- Prepare comprehensive, clear reports.
- Operate a computer and use appropriate software in the development and debugging of computer programs.
- Effectively represent the Superior Court of California, County of San Francisco and the Information Technology Group in contacts with computer users and others.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

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**Superior Court of California
County of San Francisco**

**Class Code: 0354
Date Established: 6/17/99
Date Last Revised: 6/16/00**

Two years of responsible work experience in the development and debugging of computer programs.

Completion of formal advanced education and courses in Data Processing and closely related subjects is highly desirable.

Special Requirements:

An incumbent may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.