

NEW MEXICO JUDICIAL BRANCH

SOFTWARE APPLICATIONS DEVELOPER

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

SUMMARY

Under general supervision, analyze end users' needs and develop and maintain system to meet those requirements.

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: Zero.

Knowledge: Knowledge of computer software development; project life cycles; database design and management; structured query languages; programming languages; software development environments and operating systems; software change management.

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; 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. **Ability to** interpret end users business processes to architect create and implement computer software systems; interpret end users business processes to create and implement computer software solutions; design appropriate test environments and analyze results to identify problems; troubleshoot; research and analyze problems logically and recommend alternative courses of action; forecast; develop written instructions, training materials and manuals and provide hands-on PC training in the classroom; establish and maintain cooperative working relationships.

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; identify enhancements needed to applications already in use, follow approval process and work with end users if approved; modify, maintain and support existing applications or integrate new features into existing application(s); research, interpret, and communicate best practices for fulfilling end users requirements; identify data quality problems and source of problems, develop strategies to remedy problems and design and if necessary; develop and maintain 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; develop application testing procedures, debug, and troubleshoot new software applications, using testing methodology; document errors and resolve all errors before implementation; train end

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users in case management and other various software; coordinate the maintenance of data base tables created for applications.

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.