Circuit Court of Missouri
Thirteenth Judicial Circuit

JOB DESCRIPTION

Position: Programmer Analyst   ☐ **State** ☑ **County**
Department: Technology Services
Reports to: Technology Services Supervisor
Position Status: Regular, Full-time   **Exemption Status:**   Non-Exempt
Salary Range: **Last Revised:**   January, 2024

Definition of Work:

Duties include, but are not limited to: requirements gathering, computer programming, developing ad hoc reports from the court's databases, and support of the court's web pages, databases, software and hardware. Required skills: HTML, CSS, PHP, Javascript, database administration, and hardware and software troubleshooting. Duties may also include direct user support both in person and via remote access, software/hardware setup & configuration, server management, and user training. Experience with COGNOS preferred.

Position Responsibilities

These examples do not cover all of the work which may be performed as part of this position.
- Develop, maintain, and deploy PHP digital signs application
- Develop and maintain the Thirteenth Judicial Circuit's website
- Maintain two Ruby on Rails applications
- Gather requirements for new applications or improvements to existing applications
- Requirement gathering
- Software troubleshooting
- PHP development
- ES6 (Javascript) development
- Webpage design using HTML5, CSS3
- MySQL database administration

Physical Demands

The majority of work is performed in a professional office setting. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The Programmer Analyst must be able to perform the following tasks, with or without accommodation: read, write and speak English with clarity; manipulate tools necessary to install and repair computer, communication, and courtroom technology systems; enter data into a computer, and perform other computer operations.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-

side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Work Environment

This job operates in a professional office environment. Professional attire required. Employee's presence at the work site is required to complete the job. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines.

Required Minimum Education and Experience

The following statement represents the minimum education and experience which will be used to determine qualifications of applicants. Equivalent substitution may be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted for up to two years of the required experience; experience in a similar position with similar job responsibilities may be substituted on a year for year basis for the required education.

Relevant work experience includes employment involving computer programming, computer systems analysis and design, software engineering, or closely related areas.

Any of the following:

Graduation from a four year college or university with a Bachelor's or Masters degree with a major in computer science, software engineering, or a closely related field.

Graduation from a four year college or university with a Bachelor's degree with a minor in computer science, software engineering, or a closely related field, plus one year of relevant work experience.

Graduation from a four year college or university with any Bachelor's degree plus two years of relevant work experience.

Relevant work experience may be substituted on a year-for-year basis for deficiencies in the stated education.

<div align="center">EOE & in Compliance with ADA</div>