2012-12

POSTED: 9/26/12

CLOSING DATE: 10/10/12

HERNANDO COUNTY

CLERK OF CIRCUIT COURT

JOB DESCRIPTION

JOB TITLE:	SYSTEMS ANALYST	**PAY GRADE:**	120
DEPARTMENT:	MANAGEMENT INFORMATION SYSTEMS	**SALARY RANGE:**	$40,350.13 - $63,787.46
TITLE OF SUPERVISOR: MIS DIRECTOR		**REVISED:**	SEPTEMBER 2012
		EXEMPT	

JOB SUMMARY:

Analyze, enhance, design, develop and/or maintain computer systems. Provide technical assistance and/or training to other staff. Provide assistance and consultation to all departments relative to methods and techniques for acquiring data needed through application of programming techniques.

ESSENTIAL JOB DUTIES:

1. Analyze and resolve hardware, software, and communications problems using diagnostic software and/or technical trouble shooting processes

2. Develop and maintain documentation for new and existing applications and processes for use by both MIS staff and end users.

3. Assist in development of project plans which includes defining and confirming the project goals and objectives, identifying tasks and how goals will be achieved.

4. Establish and maintain positive working relationships with staff, vendors and outside agencies while providing assistance and advice in the effective use of applications and information technology.

5. Assist MIS staff as necessary (including production, installation of software, hardware and communications, and security).

6. Identify and provide solutions that can improve efficiency of business processes.

7. Create reports or interfaces according to user needs using Crystal Reports, Cognos, SSRS, T-SQL, and other available in-house resources.

8. Assist in maintaining and upgrading all existing programs. Ensure all programs are current and reflect requirements of users and the applicable laws of Florida.

9. Analyze data contained in Clerk databases and identify data integrity issues with existing and proposed systems, implementing solutions when necessary.

10.   Update assigned work orders in an efficient manner within the helpdesk software.

11.   Add, edit, modify or remove users, applications, printers, etc., on servers as necessary using LINUX, all Windows platforms, Informix, SQL, security, etc.

12.   Regular attendance and punctuality.

OTHER JOB DUTIES:

Perform other duties as assigned.

JOB STANDARDS:

Education and Experience Requirements:

High School Diploma or equivalent plus 5 or more years of related experience, or

2 years of college in a computer related degree program plus 2 – 5 years of related experience, or

Bachelor's Degree in a computer related degree program plus 0 - 2 years of related experience.

Additional Preferred Experience:

- Reading and deciphering scripts and programs using common programming languages with particular emphasis on SQL queries.

- Use of relational databases and operating systems.

- Report writing using Crystal Reports, Cognos, and/or SSRS.

Licenses/Certificates:

NA

EQUIPMENT USED:

Various computer equipment.

ESSENTIAL SKILLS & QUALIFICATIONS:

- Must possess good verbal and written communication skills.

- Skill in use of a variety of technological equipment.

- Ability to work without close supervision.

- Ability to work both independently and in a team environment, in a high pressure environment with changing priorities.

- Ability to handle stressful situations.

- Ability to prepare flowcharts, programming documentation and written operating instructions required for electronic computer operations.

- Knowledge of the principles, practices and techniques of computer programming and systems design.

- Ability to process information logically. Strong analytical and problem solving skills.

- Ability to identify and define user task needs.

- Ability to plan, organize and coordinate work assignments.

- Ability to prepare program specifications, design programs and systems logic.

- Working knowledge of Linux, Informix and Windows.

- Familiar with networked/distributed computing environments.

- Ability to solve problems quickly, effectively, accurately and completely

- Ability to identify tasks which require automation and to automate them.

- Extensive knowledge of data processing, hardware platforms, and enterprise software applications.

ESSENTIAL PHYSICAL SKILLS:

Constant:

Acceptable eyesight (with or without correction), acceptable hearing (with or without correction), ability to access, input and retrieve information from computer. Must have full use of both arms, hands and fingers for equipment installations and upgrades. Must be able to climb ladders when necessary to assist staff.

Frequent:

Ability to access file cabinets for filing and retrieval of data, ability to sit at a desk and view display screen for extended periods of time, ability to communicate orally, in order to answer the telephone. Ability to lift up to 45 lbs.

WORKING CONDITIONS:

Constant:

Office environment. Work closely with others.

Frequent:

Flexible hours as required.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

The Clerk of Circuit Court is an Equal Opportunity Employer.

Employment preference is given to applicants who do not use a tobacco product(s)

Complete on-line application via Hernando County Clerk of Circuit Court website, www.hernandoclerk.com, by selecting Employment Opportunities, Job Applicant Center. If you have any questions or require assistance, please call 352-540-6208, Mon – Fri, 8:00 a.m. – 5:00 p.m.

If minimum typing speed is required and this information is not provided, you will not be considered for the position. You may take a typing test at www.typingtest.com**, print the results and attach to your on-line application.**