



# NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

## Programmer Analyst I

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<b>Title of Immediate Supervisor:</b>	Director of Technology
<b>Department/Division:</b>	Office of State Court Administrator / Technology
<b>Pay Grade/FLSA Status:</b>	13 / Exempt
<b>Job Titles Accountable For:</b>	None

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### General Summary or Purpose

The Programmer Analyst I is responsible for assisting the court system in planning for, designing, developing, enhancing and maintaining automated information processing solutions and reports for the courts in North Dakota. Serves as project leader over information system projects being performed by court system employees and contracted staff to ensure the timeliness and accuracy of projects. Provides information system and technical support to court system users.

This level differs from the Programmer Analyst II in that the later classification has greater experience requirements and a greater breadth of knowledge in the court system, programming languages and system(s) and program(s) utilized by the North Dakota Court System.

Positions assigned to this classification follow routines and processes established by others.

### Major Responsibilities & Essential Functions

1. Formulates plans for design and development of automated information processing solutions.
2. Conducts an appropriate level of analysis to determine feasibility for automated information systems.
3. Designs, develops, tests and implements programming solutions based on available resources and programming capability.
4. Coordinates with users and other system support resources to ensure compatibility and integrity of programs.
5. Performs program maintenance and modifications according to user specifications and provides technical or other required updates.
6. Prepares and maintains programs and system documentation.
7. Assists in the preparation of user guides, instruction manuals and training.
8. Performs duties of staff assistant and advisor to court system committees.
9. Performs duties of project leader for information processing system projects.
10. Provides second tier technical support and troubleshooting assistance to users where technical support and the help desk personnel were unable to resolve the problem.
11. Previews, researches, evaluates and recommends new programming and information system design and development technologies.
12. Prepares required administrative reports, forms and communication.
13. Performs other duties of a comparable level or type.

### Minimum Qualifications

Requires an associate degree in computer science and some programming experience.

### Certifications or Licensing Requirements: (prior to job entry)

Valid driver's license or evidence of equivalent mobility.



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### Knowledge Requirements

- Considerable knowledge of personal computers, personal computer applications and productivity software including the Windows operating systems, database management applications, web browsers, word processing programs, Microsoft Office, email, virus protection applications/software, presentational software and project management software.
- Entry level knowledge of specific programming languages currently in use within the court system.
- Knowledge of fundamental concepts, principles, practices and trends of information technology and management applications.
- Knowledge of systems analysis and design principles, concepts and methodologies.
- Knowledge of the fundamentals, principles, practices, and approaches to automated help desk operations and support.
- Basic knowledge of the court system, its functions and court administrative policies and procedures.
- Knowledge of database and information system design, development, implementation and support.

### Skill Requirements

- Skilled in analyzing, designing, programming, implementing and supporting computer programs and information systems.
- Skilled in using and operating personal computers and personal computer operating software and applications.
- Skilled in troubleshooting a variety of operating problems and issues faced by system users in dealing with hardware, software and applications in use by the court system.
- Skilled in planning for, analyzing of and implementing information system related projects.
- Skilled in providing technical assistance to court system personnel and committees.
- Skilled in researching and evaluating new and upcoming technologies that may benefit the court system.
- High degree of written and verbal communication skills while dealing with information system personnel and committees.

### Physical Requirements

- The essential functions of the job typically require: grasping, seeing, walking, sitting, talking, hearing, feeling, fingering and some repetitive motions or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Work is performed in a comfortable office work environment. Some travel is required but the position has control over scheduling of meetings and calendar.
- Physical requirements can typically be characterized as **Sedentary Work**: Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

### Job Classification History

- Position description updated 12/10/1999.
- Classification description updated by BCC 3/5/2001.
- Changes recommended by the Personnel Policy Board were approved by the Supreme Court on 10/25/2006.
- On 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.
- Minor changes approved by the Personnel Policy Board on 3/22/2019.