

# PIMA COUNTY

## OPEN AND COMPETITIVE RECRUITMENT

Dial-A-Job for weekly openings (520) 724-3530 Web Site: [www.pima.gov/hr](http://www.pima.gov/hr)  
RESUMES ARE NOT ACCEPTED IN LIEU OF AN OFFICIAL APPLICATION

Applications, supplemental forms and job descriptions are available in the Human Resources Department at 150 W. Congress, 4<sup>th</sup> floor, Tucson, Arizona 85701 and on our website: [www.pima.gov/hr](http://www.pima.gov/hr).

### ADMINISTRATIVE SERVICES SPECIALIST-COUNTY ATTORNEY – 3162 PR (PROGRAMMER)

**OPENING: NOVEMBER 22, 2013**

**CLOSING: DECEMBER 6, 2013, 5:00 P.M.**

**Grade: P4 Minimum Annual Starting Salary: DOE**

This position is exempt from payment of overtime under the Fair Labor Standards Act.

The Pima County Attorney's Office is currently seeking a Programmer to join our team of software developers.

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in business, public administration, management, management information systems or a closely related field. (Relevant professional experience and/or education from an accredited college or university may be substituted.) (Relevant paraprofessional experience may be substituted on a two-to-one basis.) **OR** Three years of experience with Pima County as an Administrative Services Support-County Attorney.

**Special Notice Items:** All positions require the successful completion of a background investigation due to the need for access to detention, corrections and/or law enforcement facilities or associated confidential information, documents and materials. Salary commensurate with qualifications.

Responsibilities of the person who holds this position may include: Conduct and document analyses of existing systems, procedures, and processes; Assist in developing functional specifications for new applications; Develop, test, implement, maintain, and support application solutions; Consult with users to prototype, refine, test, and debug programs; Write and maintain technical and user documentation.

**Required Qualifications:**

1. BA or BS in a computer related field, or equivalent work experience.
2. A minimum of 3 to 5 years of experience in .NET software development and/or systems analysis.

**Preferred Qualifications:**

1. Knowledge of Object Oriented design and development practices.
2. Experience using VB.NET, ASP.NET, ADO.NET, HTML, JavaScript, Web Services, and XML.
3. Experience with Microsoft Visual Studio 2010 or 2012 and related development tools.
4. Familiarity with IIS 6 and/or 7.
5. Familiar with Web 2.0 technologies including AJAX.
6. Experience using SQL Server 2008 and/or 2012 DDL and DML.
7. Effective written and oral communication skills.
8. Effective interpersonal skills.
9. Ability to work independently as well as in a team environment.

These **two positions** are in the Administration Division of the Pima County Attorney's Office.

**HOW TO APPLY:**

- By the closing date and unless otherwise notified, submit an official Pima County Application, for each classification of interest, to Human Resources Department.
- Resumes are only accepted with applications for grades 35 and higher unless otherwise stated.

**Application Submission:** Applications determined qualified for the classification applied for will be placed in a file of eligible applicants for six months from the date of application submission, unless otherwise notified. Applicants may be required to furnish, at their own expense, documentary proof of formal education, certification, registration, license, membership in an association or any other proof of competency as required in the official classification description or announcement.

**NOTE TO PIMA COUNTY EMPLOYEES:** Failure to pass probation may result in layoff.  
Pima County provides equal access and equal opportunity in employment and services  
and does not discriminate.