

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAMMER III –
Information Technology

SALARY GROUP: B21

DEPARTMENT: Information Technology Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Charlotte Anderson DATE: 08/18/2014

POSITION #: 008139

I. JOB SUMMARY

Performs complex computer programming work. Work involves assisting in the planning, scheduling, and assigning of programming projects; coordinating programming projects; analyzing proposed computer applications; preparing and developing programs; and providing technical assistance. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Writes, tests, debugs, and maintains complex programs.
 - B. Analyzes proposed computer applications in terms of equipment requirements and capabilities; and analyzes, reviews, and revises programs to increase operating efficiency or to adapt new procedures.
 - C. Provides technical assistance and training involving the implementation and utilization of computer hardware and software and individual program applications.
 - D. Provides documentation, data maintenance procedures, screen display and reporting needs, and data file backup procedures; and configures personal computers by providing necessary systems and application level software components.
 - E. Assists computer operations staff in overall operations of personal computer network environments; and coordinates with agency staff to provide support functions to include analyzing projects, installing hardware, and troubleshooting hardware and software related problems.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED and two years full-time, wage-earning computer programming experience

or

thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with twelve semester hours in Computer Science or Management Information Systems and one year full-time, wage-earning computer programming experience.

2. Experience in the use of Borland Delphi, Microsoft Access, Microsoft Visual FoxPro, or equivalent preferred.
3. Relational database experience preferred.
4. Criminal justice experience preferred.

B. Knowledge and Skills

1. Knowledge of the practices, principles, and techniques of programming in a client-server environment.
2. Knowledge of personal computer and network hardware, software, operating systems, and peripherals.
3. Knowledge of relational database structures.
4. Knowledge of Data Base Management System (DBMS) language software preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
7. Skill to write, test, debug, and maintain computer programs.

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8. Skill in problem-solving techniques.
9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to perform detail work accurately.
11. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
12. Skill to plan work in order to meet established guidelines.
13. Skill in technical writing and preparing technical reports and documentation.
14. Skill to program custom applications for use in a stand-alone or network environment.
15. Skill to train and provide technical assistance in the operation of computers and related equipment.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.