



STAFFORD COUNTY
 Department of Human Resources
 Stafford, VA 22555-0339

<http://staffordcountyva.gov>

**Invites Applications for the Position of:
 PROGRAMMER/ANALYST - TREASURER 02608**

An Equal Opportunity Employer

SALARY

\$26.37 - \$31.27 Hourly \$54,849.60 - \$65,041.60 Annually

OPEN DATE: 02/04/19

CLOSING: 02/25/19

THE POSITION

The Treasurer's Office is looking for an individual that possesses a thorough knowledge of the principles and techniques used in the preparation of computer programs; thorough knowledge of the operation, uses and capabilities of installed computer and related equipment and machines; aptitude with advanced/complex problems of personal computer hardware and software systems and ability to provide technical assistance and training to system users. Answers complex questions concerning systems operation; diagnoses system hardware, software, and operator problems; and recommends or performs remedial actions to correct complex problems based on advanced knowledge of system operation.

EXAMPLES OF DUTIES

Analyzing, designing, developing and implementing new systems; providing system support, operations and maintenance assistance on assigned systems.
 Designs and tests program logic, codes programs, and prepares them for computer operation;
 Prepares flowcharts and codes routines required to process data;
 Establishes file requirements and processing specifications, for automated portions of the system;
 Performs programming tasks according to established standards;
 Thoroughly tests the operation on completed programs and linkage to their programs;
 Maintains current knowledge of standard languages, coding methods and operations requirements;
 Analyzes program specifications for completeness and conformance to standards;
 Codes programs in authorized language;
 Prepares test data and tests coded programs to validate accuracy;
 Documents programs and procedures according to installation standards;
 Plans and coordinates improvements in office automation and general operating procedures;
 Writes software specifications for vendor compliance;
 Monitors all phases of project implementation;
 Troubleshoots major data processing problems;
 Plans and designs data processing enhancements;
 Trains employees in the use of data processing equipment and systems;
 Performs related tasks as required.

Thorough knowledge of the principles and techniques used in the preparation of computer programs; thorough knowledge of the operation, uses and capabilities of installed computer and related equipment and machines; thorough knowledge of the principles of mathematics as

applied to computer operations; thorough knowledge of Crystal Reports or similar report writing tool; knowledge of Visual Basic (.net) or similar personal computer programming language; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with fellow employees, superiors and other departments. Coordinating and communicating with vendors on help calls and program change requests.

TYPICAL QUALIFICATIONS

The ability to perform complex professional planning and administrative duties related to Tax billing and collection processes, to include the collection of State and Local Revenues. Knowledge of the principles of underlying laws, ordinances and regulations governing the operations of the Treasurer's Office experience is preferable.

Any combination of education and experience equivalent to graduation from an accredited college or university with a degree in computer science or related field and considerable experience in computer programming, project development, management information systems, and systems analysis work. Accounting, financial and revenue collection software experience is preferred.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://staffordcountyva.gov>

OR

P.O. Box 339,
Stafford, VA 22555-0339

EXAM #02608

PROGRAMMER/ANALYST - TREASURER 02608

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Programmer/Analyst - Treasurer 02608 Supplemental Questionnaire

- * 1. Have you managed an implementation of new software? If yes, describe your role and experience; to include working with outside vendors.
- * 2. Explain your level of experience in using Microsoft Word, Excel and Access?
- * 3. Have you designed or built an Access Database? If yes, provide a brief description of the program and its use.
- * 4. Describe your experience with Accounts Receivable and/or tax or revenue collection software systems?
- * 5. What Financial Accounting systems have you experience with?
- * 6. Describe your level of experience with data file exchange transfers and the purpose of the file exchanges. Did the data produce a billing statement?
- * 7. In 100 words or less, briefly explain why and how your experience makes you the best applicant to work in the Stafford County Treasurer's Office.

* Required Question