

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Reports Developer
Job Code: 8427
Pay Grade: 59
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Responsible for designing, creating, and distributing database reports in statistical and report formats for customers internal to Juvenile Court and for external agencies. Provide customer support in the areas of data management and report generation.

ESSENTIAL FUNCTIONS:

- Meets with customers to analyze, identify, and document their data and report needs. Interacts with all levels of employees in a division to identify and analyze the data needs.
- Prepares customized reports to meet customer needs, which requires the extraction of data from multiple tables and databases using various software applications and/or tools to acquire the correct and accurate information.
- Plans and implements various approaches to collect data and determines the accuracy and applicability of the data.
- Presents research results, when requested, to management employees, entities that provide funding to the Court and some line staff.
- Conducts literature searches and online research to respond to requests from Information Technology (IT) research staff, judges, directors, and, at times, outside agencies for specific information, reports, and other ad-hoc topics.
- Researches operational issues that may affect one or more Court divisions and/or operational processes, identifies system or process failures, identifies possible resolutions, and makes appropriate recommendations. At times, may present the issue/resolution/recommendation to management employees.

ADDITIONAL DUTIES/RESPONSIBILITIES:

- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of basic research and report generation techniques and needs analysis methods.
- Must have strong writing and presentation skills.
- Must have skills with software reporting tools such as Crystal, Brio, Cognos or other similar tools.

- Must have skills using desktop computers, Microsoft software programs, and software used for analytical and reporting purposes.
- Must have the ability to communicate effectively with a wide variety of people, including judges, management employees, judicial employees, and persons external to the Court.

MINIMUM QUALIFICATIONS:

A Bachelor’s degree from an accredited college or university with a major in Math, Computer Science or a related field and three years of work experience in database report generation. OR any equivalent combination of experience, training and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs. or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Director, Information Technology. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 08/22/05
Revised: 12/01/05; 08/08/06; 10/26/07, 5/18/09; 11/12/12

Approved by: _____
Hiring Authority Date

Deputy Director, Human Resources Date