

OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY

Notice of Job Opportunity/Job Posting #SHC 20-005

Job Title	Web Application Developer
Job Code	5497
Minimum Qualifications	See Attached
Application Deadline	Wednesday, April 29, 2020
Starting Salary	\$105,698
Location of Position	Cook County
Internal Candidate Preference	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable
Duties	See Attached
Application Period	April 15, 2020 thru April 29, 2020

All applications must be submitted online no later than close of business on the last day of the application period, April 29, 2020.

TO PROPERLY APPLY FOR THIS POSITION THE APPLICANT MUST ATTACH A RESUME TO THE TALEO SUBMISSION. THE APPLICANT MUST IDENTIFY IN THE TEXT OF THE APPLICATION AND ON THE ATTACHED RESUME THAT THEY MEET ALL OF THE MINIMUM QUALIFICATIONS FOR THIS POSITION AS THEY ARE IDENTIFIED IN THE JOB DESCRIPTION. APPLICANTS MUST ALSO IDENTIFY IN THE TEXT OF THE APPLICATION AND ATTACHED RESUME ANY AND ALL PREFERRED QUALIFICATIONS THEY POSSESS FOR THIS POSITION.

Any applicant who fails to comply with any of the requirements of the Notice of Job Opportunity will not be considered eligible for the Position. Any applicant who fails to submit a complete application will not be considered eligible for the Position.

Any finalist for the position will be required to present proof of all applicable educational credentials, certifications, or licenses required for this position at the time of a scheduled interview.

The Office of the Clerk of the Circuit Court of Cook County does not hire, accept recommendations, or base employment decisions on political reasons or factors for Non-Exempt positions. A political reason or factor is: any reasons or factors relating to political matters in connection with any employment action, including, but not limited to: (1) any recommendations for or against the hiring, promotion, transfer, discipline, or any other Employment Action with respect to any person from any politically-related person or organization that is not based on personal knowledge of the person's work skills, work experience, or other job-related qualifications; (2) the fact that the person works or worked for a politically-related person or organization or works or worked on a political campaign or belongs to a political organization or party, or the fact that the person chose not to work in a political campaign or to belong to a political party, unless related to a recommendation based on personal knowledge of the person's skills, work experience, or other job-related characteristics; (3) the fact that the person is or was, or is not or was not, a member of any political party or politically-related organization; (4) the fact that the person contributed money, raised money, or provided something else of value to a politically-related person or organization, or refrained from doing so; (5) the fact that the person is a Democrat or Republican or a member of any other political party or group, or the fact that the person is not a member; or (6) the fact that the person expressed views, opinions, or beliefs on a political matter."

THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY
IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON RACE, COLOR,
SEX, GENDER IDENTITY, RELIGION, CREED, AGE, NATIONAL ORIGIN OR ANCESTRY, SEXUAL
ORIENTATION, DISABILITY OR DIFFERENT ABILITY, MARITAL STATUS, PARENTAL STATUS,
PREGNANCY, MILITARY STATUS, POLITICAL ACTIVITIES/AFFILIATIONS, OR OTHER
IMPERMISSIBLE REASON.

POSITION DESCRIPTION – WEB APPLICATION DEVELOPER

Department:	Cook County	Job Code:	5497
Grade:	23	Shakman Status:	Non-Exempt

Job Summary

Reporting directly to the Chief Deputy Clerk of Web Services, the Web Application Developer is a full-time, Shakman Non-Exempt position and the conditions of employment will not be subject to Political Reasons or Factors. The Web Application Developer is responsible for creating and building user information solutions to support the information technology initiatives for the Clerk of the Circuit Court of Cook County (Clerk’s Office). The Web Application Developer possesses a unique blend of strong technical skills and UI/UX sensibility to work on multiple projects with varying timeframes. The Web Application Developer develops custom applications and modifies existing applications to meet distinct and changing operational requirements.

Essential Job Duties

Key responsibilities and duties include, but are not limited to:

- Defines site objectives by analyzing user requirements; envisions system features and functionality.
- Designs and develops user interfaces to internet/intranet applications; completes programming using languages and software tools; and designs and conducts systems and user acceptance tests.
- Integrates applications by designing database architecture and server scripting.
- Supports users by developing documentation and assistance tools.
- Researches new internet/intranet technologies and software products, participates in educational opportunities, reads professional publications, maintains personal networks, and participates in professional organizations.
- Communicates with users and management frequently to troubleshoot technical issues and discuss computer programs that address business requirements and user needs.
- Documents software updates and operational procedures, creates hardware configuration plans and conducts user tests to measure and assess network performance.
- Updates and plans for the update of critical software.
- Maintains network diagrams and documentation for all servers and network components.
- Monitors critical web applications to ensure maximum user availability and system performance.
- Performs systems reconfiguration as required to optimize functioning.
- Maintains high availability of critical applications.

- Develops methods and works with other team members to enhance security and to minimize malicious attacks.
- Develops UI and UX strategies based on target goals of the Clerk's Office.
- Designs, builds, and maintains highly reusable JavaScript, HTML and CSS code.
- Resolves assigned tickets within pre-defined SLAs.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's degree in Computer Technology, Computer Science, Computer Engineering, Information Technology, Information Systems, Software Engineering, Software Development, Software Application or related field.
- Five (5) years of full-time paid work experience in web development.
- Two (2) years of full-time paid work experience in UI/UX design.

Preferred Qualifications

- Two (2) years of full-time paid experience developing websites using a Content Management System (CMS).
- One (1) year of full-time paid work experience with Adobe Photoshop.
- One (1) year of full-time paid work experience with Telerik ASP.NET or other third party controls and components.

Knowledge, Skills and Abilities

- Excellent customer service, organization skills, and time-management skills.
- Ability to set and communicate the technical operational standards for server and storage administration.
- Ability to maintain and support multiple projects and deadlines.
- Ability to complete all phases of software development life cycle including analysis, design, functionality, testing and support.
- Ability to communicate effectively and fluently in English, both orally and in writing, and to interact with all levels of the organization.
- Ability to set priorities, meet deadlines, and multi-task with minimal supervision.
- Ability to work independently and as a member of a team.
- Ability to think critically and apply appropriate problem-solving skills.
- Ability to maintain confidentiality of all information.
- Knowledge of and ability to use Microsoft .NET technologies.
- Knowledge of and ability to use C#, VB.Net, SQL/T-SQL, ASP.NET, MVC, WPF, HTML5, CSS, JavaScript, JQuery, Bootstrap, XML, AJAX, and Web Services.
- Strong understanding of object-oriented programming.
- Ability to develop web applications with Microsoft Visual Studio 2013+.

Physical Requirements

- Exert up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects, including servers, switches and peripherals.
- Repetitive use of hands to handle and operate standard office equipment.
- Sit, stand, and walk for extended periods of time and throughout assigned areas.
- Visual acuity to review and edit written communications for long periods of time.
- Operate standard office equipment, including a telephone, computer, copier and printer.