NOTE: Applications must be submitted through the State of Oregon job opportunities program Workday. For more information, copy and paste https://oregon.wd5.myworkdayjobs.com/en-S/SOR_External_Career_Site/job/Portland--Judicial--Multnomah-County-Circuit-Court/OJD-Information-Technology-Specialist-4--Application-Developer-_REQ-43426 your browser. (Note: State of Oregon employees must submit their application through their internal Workday account.)

NOTE: Effective July 1, 2020, the salary range for the Oregon Judicial Department Information Technology Support Specialist 4 will be $6,328.00 to $10,307.00.

Application Tips
- Workday times out after approximately 20 minutes of inactivity.
- Prepare all attachments in advance of starting your Workday application.
- This job posting requires a cover letter and resume. You must follow the Attachment Instructions found near the bottom of this job posting to be considered for this position.

Multnomah County Circuit Court is hiring an (Information Technology Specialist 4) Application Developer. The 4th Judicial District is the largest in the State of Oregon. The Multnomah Circuit Court has over 320 staff, including 14 hearings referees, and 38 elected judges working in four courtroom facilities in Multnomah County.

As an Application Developer...
Your role will be to provide the highest tier of technical support for circuit court application services. You will be responsible for designing software solutions to meet customer needs. You are expected to independently and effectively manage the complete project life cycle on all assigned tasks. The position requires a commitment to understanding the business needs driving development, working within technical requirements to translate those needs into program features. Proposed technological solutions must be sustainable, and the complex ideas driving those solutions need to be communicated in an understandable way to management, judges, subject matter experts, vendors, and local and enterprise technicians. Preparing written documentation, analysis and recommendations for court management will be part of your job.

You will work as part of a development team, prioritizing projects together, and cross training to back each other up. You will also routinely work with others outside the development team, mentoring other IT teammates, and collaborate with nontechnical project team members. You will work with court staff, IT specialists, public or private sector agencies, and members of the public.

It will be your responsibility to support both new and existing applications, and if there are changes to be made, you will anticipate impacts on the organization and communicate in advance with those who are impacted. You will lead or participate in system testing, debugging and vetting.
Lastly, you will represent the Multnomah Circuit Court on statewide or regional committees, and to external stakeholders, public or private sector agencies, and community partners.

Assigned tasks may be changed to accommodate workload and organizational needs. We are excited to have you on our team.

**Working Conditions**

- This is a full-time position. The work schedule currently is 8:00 a.m. to 5:00 p.m., Monday through Friday. It is not eligible for overtime compensation for hours worked in excess of 40 per work week.
- This is a high volume, fast-paced environment where multi-tasking is necessary.
- Occasional required after-hours, night, and weekend work.
-Occasional inter- and intra-state travel which may include overnight stays.
- Often involves in-person and phone contact with confused or frustrated people.
- Frequent phone and in-person contact with people from diverse backgrounds.
- The following equipment will be used on a regular basis: telephone with optional headset, computer equipment, and personal computer with screen monitor.
- Lifting and moving computer equipment or other office equipment weighing up to 25 pounds may be required.

**Minimum Qualifications**

The qualified applicant must have three (3) years of responsible, technical experience that typically supports the knowledge, skills and abilities requirements listed for the position.  
**AND**

Must possess a bachelor's degree in information technology, computer science, management, business or public administration, or a closely related field.  
**OR**

Any combination of education and experience equal to six (6) years of experience that support the knowledge, skills, and abilities for this position.

An advanced degree in information technology, computer science, business or public administration, or a closely related field could substitute for some of the required work experience.

**Special Qualifications**

( verifiable in your application)

None.

**Requested Skills & Attributes**

( verifiable in your application)

- Proficiency with PHP.
- Experience with JavaScript.
- Experience with Microsoft BizTalk.
• Experience communicating technical issues to a variety of users and user levels.
• Experience working for a court or legal environment.

APPLICATION INSTRUCTIONS

You must complete and submit your application, respond to all parts of each application question, and attach the document(s) as instructed below. Failure to follow these instructions may result in your application materials being removed from consideration or in receiving a lower score during evaluation. Only documents specifically requested in the Attachment Instructions below will be considered.

You must demonstrate, in your application materials, how your work experience and education meet the minimum qualifications, special qualifications, and requested skills and attributes, listed above. Additionally, your experience described in the answers to the questions or attachments, must be reflected in the Job History (internal candidate) OR Work Experience (external candidate) portion of your application.

Attachment Instructions

This recruitment requires a resume. To be considered for this position, you must:

• Attach your resume in the Resume/CV/Cover Letter section of the application.

In addition to whether and which requested skills and attributes you meet, all application materials will be evaluated for proper language, grammar, punctuation, and spelling.

ADDITIONAL INFORMATION

Criminal Background Check
You will be subject to a criminal background check if you are a finalist. Adverse results are evaluated on a case-by-case basis and may result in disqualification if the circumstances are directly related to the duties and responsibilities of the position.

United States Employment Eligibility
OJD does not offer visa sponsorships. If you are hired, you will be required to fill out the US Department of Homeland Security’s I-9 form confirming you are able to work in the US.

Future Vacancies
Apply now if you are interested in this or future vacancies. This job announcement may be used to fill future vacancies in this class of work.

Veterans' Preference
Eligible veterans who meet the qualifications will be given preference in the recruitment process. To receive preference, veterans must attach the appropriate documentation after they receive an email in their Workday in box requesting the information to verify eligibility. The action item, asking veterans to attach their documentation, will arrive after they have submitted their initial application materials. Visit the Oregon job opportunities
Veterans web page for additional details, information, and resources.

Conduct Expectations
Because of the Oregon Judicial Department's role in providing justice and upholding the rule of law, employees of the Department are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect on the Department.

Employee Benefits
Click here to access information specific to Oregon Judicial Department employee benefits.

Questions and Support

- If you require an alternate format to complete the application process, call 503-986-5930, or TTY: Oregon Relay Service 711 for the hearing impaired. Be prepared to describe the alternate format needed.
- Workday related information and resources are available at https://www.oregon.gov/jobs/Pages/index.aspx.
- For questions about a specific Oregon Judicial Department job posting, call 503-986-5930.

THE OREGON JUDICIAL DEPARTMENT IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORK FORCE DIVERSITY.