



PLEASE POST

THIRD JUDICIAL CIRCUIT OF MICHIGAN  
OFFICE OF HUMAN RESOURCES  
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

**POSITION POSTED:** Web Developer  
**SALARY RANGE:** \$44,913.00 - \$61,448.00  
**DATE POSTED:** September 9, 2019 – September 23, 2019

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**ELIGIBILITY:** This examination is open to anyone who meets the minimum qualifications.

**A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAVE PASSED SINCE THEY LAST TOOK THE EXAMINATION.**

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree from an accredited college or university required. Concentration in Computer Science, Information Technology or Business Administration preferred.
- Experience as a web designer, web developer, or web administrator; including experience with Microsoft Visual Basic, Adobe Systems, Java, JavaScript, HTML programming, and Microsoft ActiveX preferred.

**DESCRIPTION OF WORK:**

Under the supervision of the Project Leader designs, creates, and modifies Court Web sites. Analyzes user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content. Employees in this title are expected to maintain a professional appearance and demeanor.

**FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.**

**SELECTION:** Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list.

**NOTE:** Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

**EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)**

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Written Examination	40%
Interview	60%

**APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.**

**APPLICATION PROCEDURE AND DEADLINE:**

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE [www.3rdcc.org](http://www.3rdcc.org). A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

**CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.**

**POSTING:** This notice must be posted on all bulletin boards until the filing date has expired.

**\*\* AN EQUAL OPPORTUNITY EMPLOYER \*\***

**Third Judicial Circuit of Michigan  
Office of Human Resources**

**Classification Code: 400-003**

**Date Issued: 1/12/2016**

**TITLE: Web Developer**

**SUMMARY:**

Under the supervision of the Project Leader designs, creates, and modifies Court Web sites. Analyzes user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content. Employees in this title are expected to maintain a professional appearance and demeanor.

**ESSENTIAL FUNCTIONS:**

1. Designs, builds, and/or maintains Court web sites, using authoring or scripting languages, content creation tools, management tools, and digital media.
2. Performs or directs web site updates.
3. Writes, designs, or edits web page content, or directs others producing content.
4. Confers with management or development teams to prioritize needs, resolve conflicts, develop content criteria, or choose solutions.
5. Identifies problems uncovered by testing or customer feedback, and corrects problems or refers problems to appropriate personnel for correction.
6. Evaluates codes to ensure that they are valid, properly structured, meet industry standards and are compatible with browsers, devices, or operating systems.
7. Maintains understanding of current web technologies or programming practices through continuing education, reading, or participation in professional conferences, workshops, or groups.
8. Analyzes user needs to determine technical requirements.
9. Develops or validates test routines and schedules to ensure that test cases mimic external interfaces and address all browser and device types.
10. Writes computer programs for various purposes.
11. Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of computer hardware and software, including applications and programming.
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
- Ability to analyze needs and product requirements to create a design.
- Possess effective verbal, written, and interpersonal communication skills.
- Ability to establish and maintain effective working relationships with coworkers, employees, officials, and external contacts.
- Ability to apply general rules to specific problems to produce positive results.
- Ability to manage time effectively.

**Third Judicial Circuit of Michigan  
Office of Human Resources**

**Classification Code: 400-003**

**Date Issued: 1/12/2016**

**TITLE: Web Developer**

- Ability to operate office equipment.
- Skill in the identification and resolution of problems and disputes.

**WORK ENVIRONMENT:**

- Normally a typical customer service office environment with minimal exposure to excessive noise.
- Employees in this title may encounter individuals who may be under duress.

**PHYSICAL REQUIREMENTS:**

- Sitting at desk for long periods of time to perform job functions.
- Use hands to manipulate, handle, feel, and control items or equipment.
- Walk, bend, reach, stand and sit.
- Talk, hear, and communicate with clients, co-workers, and others.
- Ability to operate a motor vehicle.

**QUALIFICATIONS:**

- Bachelor's Degree from an accredited college or university required. Concentration in Computer Science, Information Technology or Business Administration preferred.
- Experience as a web designer, web developer, or web administrator; including experience with Microsoft Visual Basic, Adobe Systems, Java, JavaScript, HTML programming, and Microsoft ActiveX preferred.

**LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:**

- Must possess (at time of application) and maintain a valid Michigan driver's license, no fault insurance and access to a vehicle to use in the performance of assigned duties.
- Candidates considered for placement in this job title will be subject to a criminal background investigation and subsequent fingerprinting every five (5) years.

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***The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.***

**NOTES:**

<b>01/12/2016</b>	<b>New Title Created</b>
<b>10/11/2018</b>	<b>Updated for content and format</b>
<b>02/27/2019</b>	<b>Updated for content</b>
<b>08/02/2019</b>	<b>Updated for content</b>