



## Office of the State's Attorney for Baltimore City

# Computer Analyst

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The Office of the State's Attorney for Baltimore City is seeking a full-time Computer Analyst.

### **Job Description:**

The Computer Analyst resolves computer related issues from connectivity to software and hardware problems. The Computer Analyst supports and creates SQL Server databases/Access databases/Oracle databases and compiles reports from various databases to be used for performance measures and statistical reporting. The Computer Analyst resolves computer related issues from connectivity to software and hardware problems.

In addition, the Computer Analyst analyzes Information Technology needs and all other data processing technologies from application to electronic data processing systems. The Computer Analyst further analyzes requirements, procedures, and problems in order to automate or improve existing systems and review computer system capabilities, workflow, and technology limitations. The Computer Analyst will need to understand the organization's current IT Infrastructure and procedures and design information systems solutions to help the organization operate more efficiently and effectively.

### **Requirements:**

Experience with principles and practices of database construction management, warehousing and administration. Proficiency in Microsoft Access, Excel and SQL Server 2000/2008 and above. Experience with information technology security practices in order to monitor and evaluate user access, permissions and related variables. Experience in the principles and practices of computer programming and systems analysis design. Experience with database listeners, TNS names and stored procedures.

Ability to install, configure, schedule and perform preventative and corrective maintenance on hardware, software and network systems to ensure availability and functionality. Ability to investigate, diagnose and repair network-based system, database and website problems. Ability to prepare systems flow charts, forms, input and output documents, computer files, specifications and procedures.

Ability to test, correct and document computer programs. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with technical co-workers, vendors and system users. Ability to monitor daily data feeds and database security. Ability to write SQL queries and deploy reports

using Excel, Access and Crystal Reports. The ideal candidate is expected to be “on call” to support a 24/7 operation

**Preferred Qualifications:**

Bachelor’s Degree in Computer Science or Information Technology  
Knowledge and ability to use: SQL 2012, Access Database and A+ certification

**To Apply:**

Interested candidates should email resumes to ([resume@statattorney.org](mailto:resume@statattorney.org)) with a subject reference of Computer Analyst by the close of business **November 4, 2016**. In the body of your transmittal email, please also indicate Computer Analyst as the position for which you are applying.

***THE OFFICE OF THE STATE’S ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER***