

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

POSITION POSTED: Web Developer
SALARY RANGE: \$40,910.00-\$55,665.00
DATE POSTED: January 20, 2016-Until Filled

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

A PERSON MAY NOT TAKE AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Computer Science or Information Technology with a concentration in Web Design or Web Administration from an accredited college or university.
- Minimum of two (2) years of paid 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.

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.

Responsibilities may include, but are not limited to:

- Designs, builds, and/or maintains Court web sites, using authoring or scripting languages, content creation tools, management tools, and digital media.
- Writes, designs, or edits web page content, or directs others producing content.

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.

INFORMATION PROVIDED ON APPLICATION FORMS AND SUBSEQUENT VERIFICATION THEREOF WILL BE USED TO DETERMINE APPLICANT'S QUALIFICATIONS FOR THIS POSITION. **INCOMPLETE AND/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 Qualification	P/F (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 applications 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.** 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 the application. 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.

BASED ON THE REQUIREMENTS OF THE POSITION, CANDIDATES CONSIDERED FOR PLACEMENT IN THIS CLASSIFICATION 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 ****