# CAREERS

**JOB TITLE:**
Software Engineer I

**FLSA:**
Exempt

**DEPARTMENT:**
Information Technology

**REPORTS TO:**
Supervisor, Software Engineering

**SUMMARY:**

Develops information systems by studying operations; designing, developing, and installing software solutions within the Firm.

**MINIMUM REQUIREMENTS:**

Excellent written and verbal communication skills
Experience in dealing with interpersonal situations
Analyzing Information, Software Design, Software Documentation, Software Testing, Teamwork, General Programming Skills, Software Development Fundamentals, Software Development Process, Software Requirements, Software Architecture
Java, Eclipse, MSSQL, HTML/Javascript/JQuery essential
C#, Visual Studio a plus but not required

**ESSENTIAL FUNCTIONS:**

- Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions.
- Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.
- Improves operations by conducting systems analysis; recommending changes in policies and procedures.
- Updates job knowledge by studying state-of-the-art development tools, programming techniques, and computing equipment; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Protects operations by keeping information confidential.
- Provides information by collecting, analyzing, and summarizing development and service issues.
- Accomplishes engineering and organization mission by completing related results as needed.
- Develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.

**EDUCATION/CERTIFICATIONS:**

2-years of experience in the field
Bachelor's Degree preferred

**WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel.

**WORKING CONDITIONS:**

Overtime is possible and may be expected in order to perform the essential functions of the position.
Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.*
*This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.*