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| --- | --- | --- | --- | --- | --- |
| Job Title: | | Software Engineer | | Job Category: |  |
| Department/Group: | |  | | Job Code/ Req#: |  |
| Location: | |  | | Travel Required: |  |
| Level/Salary Range: | |  | | Position Type: | [i.e.: full-time, part-time, job share, contract, intern] |
| HR Contact: | |  | | Date posted: |  |
| Will Train Applicant(s): | |  | | Posting Expires: |  |
| External posting URL: | |  | | | |
| Internal posting URL: | |  | | | |
| Applications Accepted By: | | | | | |
| Fax or E-mail:  (425) 555-0123 or [someone@example.com](mailto:someone@example.com)  Subject Line:  **Attention:** [Recruiting or HR Department RE: Job Code/Req# and Title] | | | Mail:  [Recruiting Contact or Hiring Manager]  [Department, Company Name]  [P.O. Box]  [Street or Mailing Address with ZIP Code] | | |
| Job Description | | | | | |
| Job Purpose:  Develops information systems by designing, developing, and installing software solutions.  Duties:   * 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. * Prepares and installs solutions by determining and designing system specifications, standards, and programming. * Improves operations by conducting systems analysis; recommending changes in policies and procedures. * Obtains and licenses software by obtaining required information from vendors; recommending purchases; testing and approving products. * 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.   Skills/Qualifications:   * Analyzing Information , General Programming Skills, Software Design, Software Debugging, Software Documentation, Software Testing, Problem Solving, Teamwork, Software Development Fundamentals, Software Development Process, Software Requirements | | | | | |
| Reviewed By: |  | | | Date: |  |
| Approved By: |  | | | Date: |  |
| Last Updated By: |  | | | Date/Time: |  |