**Department:** IT

**Location:** Rochester

**Classification:** Nonexempt

**Reports to:** Director of IT

**Company Overview:**

It is an exciting time to be at Woods Oviatt Gilman.  As we continue to grow, we work very hard to maintain an environment that is a fun place to work and a place to feel proud of when you are out in the community.  The firm recognizes the importance of work/life balance and many programs are in place to support that philosophy.

**Summary:**

Work with Firm default services department to customize Case Management system (Perfect Practice and/or CaseAware)

**Duties and Responsibilities:**

* Write queries used for front-end applications (websites, desktop applications, or cloud apps)
* Programming views and functions using Postgres SQL, Microsoft SQL and Crystal Reports
* Provide solutions that are technologically sound
* Code applications and enterprise wide software systems using a disciplined development process.
* Integrate solutions with other applications and platforms outside the framework.
* Create data extracts and reports from system based on requirements.
* Develop, execute, and document unit test plans. Support and/or execute all testing efforts across the life cycle
* Lead the deployment of new modules, upgrades and fixes to the production environment, as needed
* Troubleshoot existing information systems to identify errors or deficiencies and develops solutions. Provide ongoing maintenance
* Participate on teams that outline the process and scope out the improvements that can realized through the application solutions
* Assist in the development of user guides and training documentation for systems
* Evaluate existing applications and platforms and provides recommendations for improving application performance and assisting in the scope of modifications.
* Provide technical guidance or systems process expertise. Develop reports and presentations for teams as needed
* Ability to  work with non-technical teams to understand needs and deliver solutions
* Work with teams to understand workflow and implement solutions to match department needs

**Requirements:**

* Attention to detail
* Process oriented
* Excellent communication skills
* Demonstrated problem solving skills
* Demonstrated ability to work collaboratively in a team
* Produce high quality accurate work
* Ability to organize and prioritize issues and workload
* Experience with Foreclosures a plus
* Proficient in Microsoft Office, and Document Management software experience preferred

**Required Education and Experience:**

* Bachelor degree in Computer Science or related field
* Two years of experience with end-user support and database report writing

To apply, visit our website at [www.hr.woodsoviattgilman.com/careers/staff-opportunities](https://hr.woodsoviattgilman.com/careers/staff-opportunities). For additional information, please contact Michele Ciccone, Human Resources Director at mciccone@woodsoviatt.com.

**Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**