

# Government Services Group, Inc.

## Data Analyst/Programmer

### About the Job

Government Services Group, Inc. provides customized solutions to cities, counties and special districts throughout Florida. GSG programmers and database analysts ensure the accurate development and maintenance of project data and provide ongoing technical support for client's data needs. As part of GSG, the successful candidate must be highly proficient in [Microsoft Access](#) and SQL with excellent query building, data import/export and report writing skills. Other desirable skills/experience include web development, VBA, and large-scale data analysis. While programming is at times performed, this is not primarily an application development position. Candidates should be detail-oriented, self-starters, with the ability to meet deadlines and work under time pressure. Candidates will work as part of a team and should have solid communications and interpersonal skills.

Note: Interviewed candidates will be tested in Access proficiency and general applied logic and research skills.

### Responsibilities

The responsibilities of the position include:

- Working directly with clients and public officials
- Procurement of publicly available databases
- Conversion of data into Access and SQL Server databases
- Assisting project managers with development of analytical rule sets
- Analysis of data according to complex rule sets
- Design, develop and document applications to transform, maintain and deliver data
- Timely delivery of highly accurate result sets
- Customer support

### Qualifications

- Expertise in Access data handling and queries
- Experience in analyzing data and comparative analysis
- VBA programming skills
- Experience in financial and/or real property data
- SQL Server experience

GSG offers an excellent benefits package including 401-k, dental and healthcare.

Please submit a [cover letter](#) and resume to Kathy Lindsay, Director, Human Resources either via fax 850-224-7206 or via email [klindsay@govserv.com](mailto:klindsay@govserv.com)