

## Salient Corporation POSITION DESCRIPTION

<b>Position: Quality Assurance Specialist I</b>	
<b>Department: Quality Assurance (QA)</b>	<b>Reports to: Quality Assurance Manager</b>
<b>Job Classification: Non-Exempt</b>	

**PURPOSE:** Test features and functionality of Salient software as directed by QA Manager

<b>Duties &amp; Responsibilities:</b>	
**	Tests features and functionality of software as directed by QA Manager.
**	Communicates in writing issues (Defects) found with the software. Provides instruction and support materials to reproduce such issues.
**	Verifies Defects have been corrected. (Retesting-keeps log)
**	Proofreads manuals and on-line help for typos, errors and content.
**	Tests release CD's for quality of installation.
**	Develops, executes, maintains and reviews automated scripts for testing the software with Rational Robot.
**	Assist Engineers with testing newly developed features or programs.
**	Documentation and database maintenance for version control (Notes & spreadsheet updates)
	Carry out other duties as necessary to perform function and as assigned.

**Complexity of Work & Decision-Making:** Moderate

**Measures of Performance:** Quality of personal software knowledge, Defect contents, Percentage of defects returned for additional information or not a defect.

**QUALIFICATIONS:** To perform this position successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Education** A.A.S. in related field (preferred)

**Experience** (type of experience and number of years required to enter this position):

- 1 to 3 years minimum of computer/software or a related/relevant discipline
- A degree in computer/software engineering or a related/relevant discipline, business database knowledge. Programming experience and demonstrated capabilities are preferred, but highly qualified persons with similar discipline experience will be considered

**Required Skills or Knowledge** (may or may not possess all of them upon entry into the position could be dependent on position level):

- Competence in the technologies pertinent to Salient's products
- Excellent listening
- Documentation and problem solving skills
- Ability to work in a team environment
- Extremely high level of attention to details
- Proficient in multi-tasking and management time
- Positive attitude and strong work ethic; a team player

**Functional/Technical Competencies**

- Micro Focus TestPartner automated test software
- Software testing
- SQA Basic and/or Visual Basic
- Client/Server application concepts
- Relational databases
- Intermediate knowledge of various Windows OS
- Network navigational skills
- Microsoft Excel, Access and Word
- Ability to learn quickly and independently and adapt to new situations

**Language Skills:**

- Must have exceptional English technical writing and verbal communications

**Mathematical Skills:**

- Must possess Exceptional Mathematical Ability and Reasoning
  - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
  - Ability to understand complex formulas
  - Quick in mentally determining correct mathematical solutions to problems

**Reasoning Ability:** Ability to define problems, follow directions, collect data, establish facts and draw valid conclusions to include the following traits and capabilities:

- Strong analytical and problem solving
- Ability to define problems
- Follow directions
- Collect data
- Establish facts and draw valid conclusions
- Excellent listening

**Physical Demands:** Ability to focus on details and accuracy while viewing computer screens for long periods of time.

**Other:** Flexible availability for possible overtime.