



# Washington Courts Employment Opportunity

## Administrative Office of the Courts

### BUSINESS ANALYST – Project

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Employment Status: **Project, Full-Time**

Location: **Olympia, Washington**

Salary: **Range 66: \$68,892 — \$92,700 yr (DOQ)**

Opens: **October 24, 2019**

Closes: **Open until filled.** Our review of applications will begin November 1 and we may close this recruitment early if enough qualified applications are received. If you are interested in this opportunity, your prompt application is encouraged.

Duration: **This is a project position and is dependent on continued project funding. Funding is anticipated to continue through June 2021.** Benefits are included with this position.

#### POSITION PROFILE

Business Analyst for Washington Appellate Court application systems including case management, e-filing, and document workflow management.

Works with Clerk's Office staff and AOC project staff to develop business process designs, business rules and requirements.

Works in both scrum and traditional software development environments.

Reports to an Information Technology Manager or equivalent. This professional position works independently, with limited decision-making responsibility as defined by managerial level staff. Work products are subject to review and approval.

*Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the **Job Description** attached to this Announcement. Or at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ), under Current Openings, click on Washington Courts and the Announcement.*

#### QUALIFICATIONS

A Bachelor's degree with a focus on Information Technology, Computer Science, Computer Engineering, or business analysis or related field; **AND:**

- Four years of business analysis experience on IT projects that cross program or agency boundaries
- Certification of Capability in Business Analysis (CCBA) or as a Certified Business Analysis Professional (CBAP) through the International Institute of Business Analysis (IIBA), **OR** completion of a business analyst certification from a university or college.

*Relevant experience may substitute for the required education.*

#### ADDITIONAL INFORMATION

- ♦ Workweek may fluctuate depending on workload or agency need.
- ♦ Overnight travel may be required based on business need.
- ♦ This position is not covered under the Fair Labor Standards Act (FLSA).

#### HOW TO APPLY / REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity. The following will all be considered in determining whether applicants move to the next phase of the screening process. The information you provide, the quality and completeness of the application, and **the ability to follow stated application instructions.**

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed. "**See resume**" is not acceptable.

- ✓ **Cover Letter** (no more than two pages)
- ✓ **Resume** (chronological)
- ✓ **Application for Employment**

The Application for Employment can be found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ), under Current Openings, click on Washington Courts, the Application is located at the bottom of the page.

It is preferred applications be emailed to [employment@courts.wa.gov](mailto:employment@courts.wa.gov). You can also mail your materials to Administrative Office of the Courts, Attn: Human Resources, PO Box 41170, Olympia, WA 98504-1170. Faxed copies can be sent to 360-586-4409. Late applications will not be accepted.

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*The AOC is an equal opportunity employer and does not discriminate on the basis of gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov).*

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

**SPECIAL NOTE:**

**Prior to a new hire, a background check including criminal history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.**

## MORE INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work life in a wonderful community are a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ) for more information about Washington Courts, Compensation and Benefits.



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