



Washington Courts Employment Opportunity

Administrative Office of the Courts

BUSINESS ANALYST

Courts of Limited Jurisdiction Case Management System Project

[>Click Here for Further Information<](#)

Employment Status: Project, Full-Time

Location: Olympia, Washington

Salary: Range 66: \$5,741 — \$7,725 mo. (DOQ)

Opens: November 1, 2019

Closes: November 18, 2019 at 5:00 p.m.

Duration: This is a project position and is dependent on continued project funding. Funding is anticipated to continue through 2024.

Benefits are included with this position.

POSITION PROFILE

The Courts of Limited Jurisdiction (CLJ-CMS) project is a system replacement effort for the district, municipal, and probation departments statewide.

Under the general guidance and direction of the Court Business Office Manager and CLJ-CMS Lead Business Analyst, the Business Analyst works closely with project staff, court personnel, solution providers, and partner agencies to implement a new case management system for the Courts of Limited Jurisdiction and Probation Departments. The Business Analyst will elicit and analyze business and functional requirements to support the configuration, testing, and rollout of a case management system across the state.

This position is required to travel across the state during the implementation. This position works independently under general supervision. Decision-making is carried out according to general guidelines and defined rules/procedures, although some areas require interpretation and/or development of possible approaches.

*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, under Current Openings, click on Washington Courts and the Announcement.*

QUALIFICATIONS AND CREDENTIALS

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.

PREFERRED / DESIRED QUALIFICATIONS

- Four or more years of business analysis experience
- Familiarity with the Business Analysis Body of Knowledge (BABOK)
- Strong analytical skills, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group of people
- Task and deadline driven
- Willing to travel

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, 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. 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.

IMPORTANT INFORMATION

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.

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 for more information about Washington Courts, Compensation and Benefits.



WASHINGTON
COURTS