

Link to Apply: <https://azcourts.hrmdirect.com/employment/job-opening.php?req=1700587&&nohd#job>

JOB TITLE:

Automation Process Analyst/Trainer – Specialist V

JOB #:

2469

DIVISION:

Court Services

HIRING SALARY:

\$52,990.00 annualized

FIRST REVIEW DATE:

September 23, 2021

CLOSING DATE:

All positions are open until filled.

POSITION SUMMARY:

This is a unique opportunity for a collaborative individual ready to move ahead in a great career. Join a highly motivated team of professionals on a mission to train and support court staff statewide in the use of the state of Arizona automated court case management systems. If you are looking for an opportunity to make a real impact on the Arizona State Courts System and are interested in serving your community and the State of Arizona, this may be the job for you!

The primary emphasis of this position is to develop and maintain education programs by applying expert knowledge of court business processes to AJACS, the statewide automated case management system. The position assists in establishing best practices for AJACS and works as part of a project team to train all functional elements of the system to meet the case processing needs of the municipal, justice, and superior courts for all case types. The position is responsible for contributing to the development, design, and implementation of AJACS system updates, enhancements, reports, and interfaces with other agencies and programs. The position serves as a content expert and develops course curriculum and materials in multiple formats and media to provide training to AJACS users on essential court functions including but not limited to case initiation, docketing, receipting, scheduling, disposition reporting and assessments of fines, fees, and court-ordered obligations. Additionally, the position performs software testing and provides second-level application support for AJACS.

MINIMUM REQUIREMENTS:

The successful candidate will hold a bachelor's degree in a related area and possess a minimum of 3 years of software training experience. Equivalent work experience may substitute for a degree. In addition, required skills include teaching in multiple learning environments; knowledge of adult learning principles; business writing skills producing clear and precise documentation; knowledge of and ability to interpret court procedures and rules; demonstrated ability to analyze and evaluate court processes and provide solutions to problem areas; ability to manage multiple tasks effectively and efficiently; prioritize work to meet deadlines and make independent decisions; ability to initiate projects and follow through until completion; ability to work well in a collaborative team environment and demonstrated customer services skills.

Travel level: up to 10%

SELECTION PROCESS:

Applicants must be currently authorized to work in the United States on a full-time basis. Some positions may take 4-6 weeks to fill. Only applicants whose backgrounds most closely meet the needs of the position may be invited to interview. Requests for a special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview. The Selection Process may include first and/or second-round panel interviews. This is a Regular, Full-time, Exempt level position. This position is open for internal and external recruitment.

The Arizona Supreme Court is an EOE/ADA Reasonable Accommodation Employer