



Washington Courts Employment Opportunity

Administrative Office of the Courts

BUSINESS ANALYST **Office of Court Business & Technology Integration**

Our Mission: *Advance the efficient and effective operation of the Washington Judicial System.*

The Administrative Office of the Courts is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration and teamwork. It is committed to both employee growth and work-life balance.

Our diversity and inclusion efforts include embracing different cultures, backgrounds and perspectives while fostering growth and advancement in the workplace.

Job #: 2020-28
Status: Regular, Full-Time
Location: Olympia, Washington
Salary: Range 66: \$70,956 — \$93,132 per year (DOQ)
Opens: October 13, 2020
Closes: Open until filled; **first review of applications to begin October 27, 2020.** Candidates are encouraged to apply early. AOC reserves the right to close the recruitment at any time.

The Administrative Office of the Courts is closely monitoring the COVID-19 pandemic and following the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.

POSITION PROFILE

This position elicits business requirements, provide expert systems analysis services, and assist with quality assurance for statewide systems that support all levels of Washington courts.

The position works under the general guidance and direction of a manager in the Court Services Division, the Business Analyst works closely with many other business and technical staff at AOC and partner agencies, and with judicial officers, county clerks, court administrators, and other court personnel to elicit and document requirements that support application development, modification, configuration, and testing. 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](#) at Washington Courts [Careers](#), under Current Openings, click on Washington Courts and the Announcement.

DUTIES AND RESPONSIBILITIES

- Plan, schedule and lead the management of requirements for complex solutions

- Elicit business requirements from internal and external subject matter experts
- Serve as a liaison between stakeholders and technical personnel to ensure that business needs are clearly defined, understood and translated into technical solutions
- Translate business requirements into user stories, use cases and acceptance criteria
- Develop and maintain requirements documentation
- Develop and maintain requirements traceability matrices for requirement management and re-use
- Analyze requirements for completeness and testability
- Review test results to confirm that test acceptance criteria have been met
- Provide consultation to project stakeholders
- Conduct intensive, in-depth systems analysis for new or enhancements for small to large and highly complex applications and systems

REQUIRED 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 (4) 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.

HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed.

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

The Judicial Branch 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 in a PDF format (Word documents are also accepted).

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 when a deadline is expressed.

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Make sure your application and cover letter (if requested) directly addresses how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application and the materials submitted. All information may be verified and documentation may be required. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

IMPORTANT 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).

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 Melody Long, 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.

ADDITIONAL 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.