



Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

Business Analyst (Information Technology)

Recruitment Period: Submit resume by **October 13, 2017**

Number of Positions: One (1) position

Minimum: \$40,000.00

FLSA Status: Exempt

Maximum: \$50,000.00

Position Location: Atlanta, GA

Job Summary

The Judicial Council/Administrative Office of the Courts seeks a fulltime Business Analyst within the Information Technology Division. Under general supervision of the Program Supervisor, the Business Analyst serves as liaison between business customers, unit staff, and project teams in the design and implementation of technology solutions in a broad range of technology areas.

Job Responsibilities and Performance Standards

- Analyzes customer business needs and participates in the planning, design and implementation of new or enhanced systems or solutions.
- Provides customer support, training in the use of systems and solutions, and analyzes system/user problems.
- Documents processes, IT systems, applications, products and/or services.
- Supports the unit's strategic and operational planning activities, process development, business continuity and disaster recovery plan development activities.
- Consults with internal technical staff and vendors to insure that functionality of automated system is consistent with adherence to laws, regulations, and best practice standards by users.
- Provides back-up support for help desk problem management, user support, and asset management activities.
- Follows up on all work activities and proactively conducts issue resolution.

Minimum Qualifications

- Five years of work experience in automated systems development and/or maintenance which included business requirements gathering and documentation; process flowcharting; technical documentation; assisting/training individual or groups of users of systems; identifying and analyzing systems problems; implementing and converting systems.
- OR Completion of a post-secondary vocational/technical college training program in computer applications, computer technology or a closely related area or two years of college coursework which included at least two courses in computer applications, computer technology or a closely related area AND five years of experience in automated systems development and/or maintenance which included business requirements gathering and documentation; process flowcharting; technical documentation;

assisting/training individual or groups of users of systems; identifying and analyzing systems problems; implementing and converting systems. See agency for complete job description.

- Proven track record for support and process implementation
- Experience documenting business processes, creating and generating reports.
- Strong interpersonal skills with ability to communicate clearly and concisely.
- Ability to operate a vehicle, and available for occasional overnight travel.

Preferred Qualifications

- One to five years of experience working with Georgia's Courts

To apply: Submit a resume to resume@georgiacourts.gov by 11:59 p.m. EST **October 13, 2017**. Subject line must include: **Business Analyst**.

This position is subject to close at any time once a satisfactory applicant pool has been established.

Additional Information: Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodations whenever possible.

The JC/Administrative Office of the Courts is an Equal Opportunity Employer