

**Wyoming Judicial Branch
Position Announcement**

Business Analyst

General Description:

The Business Analyst will assist with the analysis, design, configuration, support and launch of case management and other electronic business systems used by the Judicial Branch. The position will apply proven communication, analytical, and problem-solving skills to help maximize the benefits of IT system investments. The position will require intricate familiarity with the business processes of courts. This position will also require competency with information, applications, and systems.

This position does not have supervisory duties, but the position may distribute work, and review the work of others.

Responsibilities:

- Provide in-house expertise regarding court clerk operations and functions.
- Understand job-specific functions and tasks.
- Provide software and business process support.
- Develop system documentation.
- Update knowledge-base.
- Identify and resolve systems issues.
- Develop and execute comprehensive system test plans and test cases.
- Meet with decision makers, system owners, vendors and end users to define business and operations requirements and systems goals.
- Collaborate in the planning, design, development, and deployment of new court applications, and enhancements to existing applications.
- Review and analyze the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems.
- Prepare and deliver reports, recommendations, or alternatives that address existing and potential trouble areas in court operating systems across the organization.

Agency Requirements:

- Attend work on a regular basis and arrive at work on time.
- Occasional evening and weekend work may be required.
- Travel across Wyoming to the various circuit and district courts is required.
- Routine software maintenance after normal business hours may be necessary and include weekends and holidays.
- Highly self-motivated and directed, with keen attention to detail.
- Proven analytical and problem-solving abilities.
- Able to effectively prioritize tasks in a high-pressure environment.
- Provide excellent customer service.

- Must be able to work productively and professionally with co-workers and others.
- Perform other duties as assigned.

Knowledge & Experience

- Strong interpersonal, written, and oral communication skills.
- Able to conduct research into issues and products as required.
- Ability to present ideas in user-friendly language.
- Experience working in a team-oriented, collaborative environment.
- Courts and case management software experience is preferred.
- Understanding of Courts business processes is a plus.

Minimum Qualifications:

- Bachelors' degree in Information Technology, Business, a related field or equivalent experience (3 to 5 years) is required.

Employment is at-will and subject to a background check. The annual salary for this position will be between \$60,000 and \$65,000, commensurate with experience and qualifications. The position will receive state of Wyoming benefits, which include health and dental insurance, life insurance, retirement and annual and sick leave. The Wyoming Judicial Branch application is located on the Wyoming Supreme Court website at: <http://www.courts.state.wy.us/wp-content/uploads/2018/11/wsc-app-NOV2018.pdf>. Interested and qualified candidates should submit a cover letter and resume, along with the Wyoming Judicial Branch Employment Application, to:

Wyoming Supreme Court
Attn: Julie Goyen, Chief Information Officer
2301 Capitol Avenue
Cheyenne, WY 82002

The position is open until filled.

If you are a United States Armed Forces veteran, or the spouse of a veteran who was married to that veteran at the time of that person's death and you receive survivor benefits, to receive veteran's preference under Wyo. Stat. Section 19-14-102, you must complete the Veteran's Preference section of the Wyoming Judicial Branch At-Will Employment Application and attach a copy of Form DD214 to the application.

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.