

**Idaho Judicial Branch  
Position Description**

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<b>Position Title:</b>	Court Financial Application Analyst I, II, Sr.
<b>Effective Date:</b>	December 2018
<b>Salary Range/Grade:</b>	Grade 15: \$49,852 – \$62,315 Court Application Analyst I \$62,315 – \$71,585 Court Application Analyst II Grade 16: \$71,585 – \$85,902 Court Application Analyst Sr.
<b>FLSA Status:</b>	Exempt
<b>EEO Category:</b>	Professional

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**General Position Summary:**

The Idaho Supreme Court is looking for a dynamic, self-motivated individual with knowledge of Idaho Courts and familiarity with financial aspects of court case management systems, preferably with the iCourt Odyssey Case Manager (CMS) and Financial Manager (OFM) systems, a software application hosted by Idaho Supreme Court for statewide use by county courts. The Court Financial Application Analyst position will be responsible for the maintenance and monitoring of the iCourt financial infrastructure and applications. This position will work within a team to oversee and develop business practices and processes. This position will support and work closely with county elected clerks, deputy clerks, auditors, and the ISC internal iCourt financial team members. This position works under the direction of the Finance and Operations Division.

**Major Duties and Responsibilities:** (The examples provided do not cover all the duties which the incumbent in this position may be required to perform.)

- Configures, validates, and documents court fine and fee tables;
- Maintains financial application tables, codes and other detailed configuration items;
- Works on the financial configuration within CMS/OFM;
- Maintaining documentation of key financial databases and linked applications;
- Installs, implements, and configures court-related financial software applications;
- Evaluates and recommends modifications to software configurations;
- Coordinates all financial software configuration changes to ensure consistency across the court's software application portfolio;
- Assists in development and maintenance of Enterprise Custom Reports;
- Assists in development and maintenance of data export files;
- Monitors software applications to ensure financial data remains accurate, accessible, and retrievable;
- Works with product vendors to resolve technical financial issues;
- Reviews user requests and determines feasibility for new software applications or modifications;
- Proposes software applications and/or configuration options to meet user requirements;
- Develops, implements, and trains on financial business policy and process;
- Works with county clerk's and auditor's offices to assist them in balancing their county daily and monthly financials;
- Assists in writing and maintaining functional and technical specifications for various processes and requirements;
- Ensures financial business policy aligns with financial configuration of software applications;
- Configures rights and roles within the software application to align with user roles and functions;
- Assists in performing statewide audit of user rights and roles, making corrections as needed;

- Configures and/or validates system to ensure configuration aligns with financial business process adoption or changes;
- Assists in developing end-user communication for financial business process or system changes;
- Performs application configuration resulting from changes in legislation or other requirements;
- Develops test plans to include scenarios, test scripts, and test cases;
- Conducts testing of applications to ensure all requirements are met;
- Records test results and notifies appropriate staff or management of testing problems and required fixes;
- Establishes rapport with end users of the software application to identify improvement opportunities;
- Communicates with peers and management regarding potential changes;
- Monitors and responds to technical financial questions/issues submitted to the iCourt Service Desk;
- Participates in problem solving on multiple projects simultaneously;
- Provides on-site and/or remote assistance to customers;
- Performs troubleshooting analysis for technical issues and provides effective and timely resolution;
- Provides advanced customer support to internal and external users for financial court applications;
- Answers technical and procedural questions for less experienced team members;
- Serves as a financial subject matter expert for Odyssey Case Manager/Financial Manager software application and any other assigned court software application;
- Prepares financial application and end user support documentation;
- Assists in preparing financial training plans and materials;
- Assists with mapping and converting financial data from the legacy case management system or 3<sup>rd</sup> party data sources in various formats;
- Supports conversion of legacy data into current financial court applications;
- Assists in conversion clean-up efforts by querying reports, reviewing technical issues, and/or making corrections to cases;
- Defines and recommends changes to the court's reporting environment in alignment with the current business needs and direction;
- Generates and delivers data query results to internal customers on an ad-hoc basis;
- Creates and maintains SQL scripts for custom financial data extracts and data analysis;
- Designs, creates, modifies, and reviews financial reports and forms, as applicable;
- Assists with financial data quality reviews;
- Reviews reports to determine financial application problems and areas that require attention; and
- Perform other related duties as assigned.

## **Minimum Qualifications**

### **Court Financial Application Analyst I:**

The Idaho Courts reserve the right to consider an equivalent combination of education, training, and/or experience in determining whether an applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities of this position.

### ***Education and Experience:***

- Bachelor's degree in Finance/Accounting, Information Science, Court Management or related field;
- Minimum one (1) years of experience working in or with county courts, preferably in financial roles;
- Experience working with large-scale, enterprise applications systems;
- Must have a strong technical skills and understanding of the financial business process related to court case management software applications.

The *Court Financial Application Analyst II* is the second level in the Court Financial Application Analyst job class. The position requires a Bachelor's Degree in Finance/Accounting, Information Science, Court Management or related field and three (3) years of relevant work experience preferred.

The *Court Financial Application Analyst, Sr.* is the third level in the Court Financial Application Analyst job class. The position requires a Bachelor's Degree in Computer Science, Information Security or a related field and five (5) years of relevant work experience preferred.

*Knowledge, Skills and Abilities:*

- Knowledge of county financial and court business processes and software application requirements;
- Knowledge of MS Office Suite including Outlook, Word, and Excel;
- Skill in effectively managing changing priorities and meeting deadlines;
- Skill in analyzing system issues and recommending solutions;
- Skill in troubleshooting financial issues and providing resolutions;
- Ability to apply technical processes to solve complex problems;
- Ability to comprehend financial internal controls and develops business processes accordingly;
- Ability to comprehend and communicate financial business processes to end users;
- Ability to think creatively and propose new ideas on how to fully leverage court applications;
- Ability to effectively communicate technical information to non-technical audiences;
- Ability to prepare detailed documentation and reports;
- Ability to work effectively in a team environment;
- Ability to accomplish work with frequent interruptions;
- Ability to communicate effectively verbally and in writing;
- Ability to establish and maintain effective working relationships with vendors, court staff, judges, and law and justice agencies;
- Ability to maintain confidentiality;
- Ability to travel throughout the state of Idaho as necessary.

**Application Instructions**

If interested in being considered for this position, please complete the attached application and submit it, along with your cover letter and resume to [hr@idcourts.net](mailto:hr@idcourts.net) or to the Human resource Office, P.O. Box 83720, Boise, ID 83720-0101. Application packets must be received by **Friday, January 18, 2019 at 5:00 pm, MST.**

The Idaho Judicial Branch is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify Human Resources.