

**Idaho Judicial Branch  
Position Description**

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<b>Position Title:</b>	Court Application Specialist (Finance) I, II, Sr.
<b>Effective Date:</b>	November 2017
<b>Salary Range/Grade:</b>	Grade 14: \$43,878 – \$54,899 Court Application Specialist (Finance) I \$54,899 – \$65,920 Court Application Specialist (Finance) II Grade 15: \$62,315 – \$74,778 Court Application Specialist, (Finance) Sr.
<b>FLSA Status:</b>	Non-Exempt
<b>EEO Category:</b>	Professional

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**General Position Summary:**

The Court Application Specialist (Finance) serves as the subject matter expert (SME) for all financial threads related to the conversion of the courts to the new case management software, specifically for Tyler Technologies' Odyssey Case Management/Financial Manager (OCM/OFM), a software application hosted by Idaho Supreme Court for statewide use by county Deputy Clerks statewide. The Financial Application Specialist will also serve as the court liaison to all counties statewide by providing guidance, expertise, and oversight of county financial business practices and internal controls. 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.)

- Serves as a financial subject matter expert for Odyssey Case Manager/Financial Manager software application (iCourt);
- Assists in developing iCourt financial training manuals, materials, and quick-guides;
- Defines and develops iCourt Financial business practices for county clerk offices, auditor's office, and treasurer's office;
- Assists in writing and maintaining Financial business practice specifications for various processes;
- Presents and trains county personnel on iCourt system and related Financial business practices;
- Identifies additional training needs and opportunities for implementation during future iCourt go-lives;
- Assists with county conversion preparedness activities including data testing and reporting, solution validations, site visits, business environment assessments, and configuration review/testing;
- Coordinates conversion activities with implementation team and county SME's;
- Prepares and administers mock financial go-live activities for all county implementations, assisting with any conversion issues noted;
- Works with IT Division to review the financial configuration within OCM/OFM;
- Maintains financial data application tables, codes and other detailed configuration items;
- Reviews financial configurations and mappings for accuracy, noting any discrepancies for correction or reconfiguration;
- Reviews conversion of legacy data into current court applications;
- Supports and assists in county implementations of iCourt system;
- Collaborates with implementation team to address and resolve financial process issues;
- Reviews user requests and determines feasibility for new software applications or modifications;
- Establishes rapport with iCourt end users to identify improvement opportunities;
- Evaluates and recommends modifications to software configurations;
- Works with County Clerk's office and Auditors to ensure county daily and monthly financials are balanced;

- Assists counties with program differences, discrepancies, or other system questions;
- Identifies program changes needed as a result of changes in legislation or other requirements;
- Designs, creates, modifies, and reviews financial reports and forms, as applicable;
- Serves as county liaison to the Supreme Court in relation to iCourt financial module, county Financial business practices, accounting systems, and internal controls;
- Travels to counties to perform annual oversight checks as needed;
- Assists counties with internal control or accounting process issues or questions, making necessary recommendations to facilitate proper segregations and controls;
- Provides information to counties regarding governmental accounting requirements;
- Provides on-site and/or remote assistance to counties related to financial issues/questions during and after deployments;
- Prepares application and end user support documentation related to financial modules;
- Reviews reports to determine applications problems and areas that require attention;
- Works with product vendors to resolve technical issues;
- Communicates with peers and management regarding potential changes.

### **Minimum Qualifications (Court Application Specialist (Finance) I :**

#### *Education and Experience:*

- Associates Degree in Finance or related field preferred;
- A minimum of five (5) years of experience working in a county as a Lead Clerk, Supervisor, or a related position;
- Must have a strong understanding of the county financial process and software application requirements;
- Must have strong financial skills to support the Case Management and Financial Manager application;
- Experience with general court processes and/or information systems preferred.

#### *Additional Experience for Court Application Specialist (Finance) II or Senior:*

- The Application Specialist II is characterized by a minimum of seven (7) years of relevant experience working as a county Lead Clerk, Supervisor, or a related position. Familiarity with software application implementation, support and/or development is a plus;
- The Senior Application Specialist is generally characterized by the experience noted for an Application Specialist II, with additional experience as a department lead, team lead, or manager. May include additional experience in a large and/or complex organization. A Bachelor's or Master's degree or equivalent experience is preferred.

#### *Knowledge, Skills and Abilities:*

- Knowledge of MS Office Suite including Outlook, Word, and Excel;
- Knowledge of generally accepted accounting practices;
- Knowledge of internal controls;
- Skill in effectively managing changing priorities and meeting deadlines;
- Skill in analyzing system issues and recommending solutions;
- Ability to develop and create training materials;
- Ability to train and coach individuals through a new system and process;
- Ability to comprehend and communicate new product functionality and features to end users;
- Ability to think creatively and propose new ideas on how to fully leverage court applications;
- Ability to effectively communicate financial information to non-financial 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.

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.

### **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 **5:00 pm. MST., Monday, November 27<sup>th</sup>, 2017.**

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.