

## **Job description**

### **Administrative Office of**

### **The Supreme Court of Appeals of West Virginia**

### **Position Announcement**

### **Administrative Office - Kanawha County**

### **Employment Opportunity**

### **Position open until filled**

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a **Process Analyst** in Charleston, West Virginia. This position directly reports to the Service Delivery Manager.

### **Position Summary:**

This position works with Court personnel, formatting and integrating multiple sources of Court data from different systems to identify trends, data patterns and key areas that require improvements. This position conducts clear and accurate analysis and produces reports for project teams in a concise manner. This position also works with cross-functional teams to develop and deploy clear processes and procedures.

### **Essential Position Duties and Responsibilities:**

- Develops and maintains process documentation.
- Educates employees on how to properly execute those processes.
- Evaluates business processes to identify opportunities for process improvement.
- Gathers business and functional requirements from key stakeholders.
- Identifies the business needs and provides solutions or steps to the solutions.
- Understands the business need and value proposition and can translate and articulate the requirements as a subject matter expert.
- Supports Project Manager and Business Analysts
- Performs other duties as assigned.

### **Requisite Qualifications, Education, and Credentials:**

- Bachelor's degree in Information Technology, Project Management, Business Administration, or related field. Additional years of qualified experience may replace bachelor's degree.

- Minimum two (2) or more years' experience working for the WV Judicial branch of government may be substituted.

**Preferred Skills and Knowledge:**

- Basic knowledge in generating process documentation.
- Analytical thinking and problem solving.
- Detail oriented and committed to a high level of accuracy.
- Excellent organizational, interpersonal and consultative skills.
- Strong written and verbal communications skills.
- Writing unambiguous, verifiable requirements.

**Working Conditions (Physical/Mental Demands, and Environmental Factors):**

- Ability to work nontraditional hours as needed.

**Continuing Education Requirements:**

- N/A

**Performance Metrics:**

- TBD

**Compensation and Benefits include: •**

- Competitive salary based on experience and qualifications,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan
- 12 paid holidays, and • Annual and sick leave.

**West Virginia Courts**

West Virginia has a Unified Court System, under which all state courts, including the Intermediate Court of Appeals, Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located in

Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at [www.courtswv.gov](http://www.courtswv.gov).

### **Equal Opportunity in Employment**

It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

All positions of the Supreme Court of Appeals of West Virginia are considered at-will and may be terminated at any time, with or without notice or cause.

### **Application Process**

To apply for this position, please direct the completed Court Employment Application (available on Court website), along with a letter of interest highlighting applicable experience, and a resume, including references to:

[Angela.Lude@courtswv.gov](mailto:Angela.Lude@courtswv.gov)

**Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.**

Job Type: Full-time

Pay: \$50,000.00 - \$60,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8-hour shift

- Monday to Friday

Education:

- High school or equivalent (Required)

Ability to Relocate:

- Charleston, WV 25305: Relocate before starting work (Required)
- Work Location: In person