**POSITION DESCRIPTION**

The New Jersey Judiciary is seeking a qualified individual with strong leadership and customer service skills to join its Automated Trial Court Services Unit (ATCSU). This unit is primarily responsible for business analysis and user requirements gathering; work flow analysis; development of project plans; user interface; system testing; and user training and support. The unit works collaboratively with court case processing managers and staff, information technology managers and staff, and others to plan and implement large scale Judiciary information technology projects. It also provides ongoing customer support for applications through the operation of a help desk and delivers presentations and on-site support when necessary to various customers located throughout the state. The selected candidate will supervise professional business analysts and will direct work among staff or between teams; implement vision or leadership strategies to accomplish organizational goals; recommend improvements in judiciary programs or procedures; evaluate staff performance in accordance with expectations and goals; and participate in decisions about personnel actions such as recruitment, selection, or performance improvement. This position requires expertise in multi-platform technology as well as developing requirements, analysis, system testing, and implementation of the New Jersey Court application systems. Knowledge of system development methodology and User Interface (UI) design would be highly beneficial.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor’s Degree.

**EXPERIENCE:** Five (5) years of increasingly responsible professional experience, two (2) years of which should have included experience analyzing, designing, troubleshooting and resolving technical problems OR developing, conducting or evaluating training on automated applications, computer concepts or information technology operations.

**SUBSTITUTION:** Applicants who do not possess the required education may substitute additional paraprofessional and professional experience on a year-for-year basis with one year of such experience being equal to thirty (30) semester hour credits. An Associate’s Degree and two years of additional paraprofessional or professional experience may be substituted for a Bachelor’s Degree. A Master’s Degree may be substituted for one (1) year of general experience as indicated above. A Law Degree may be substituted for two (2) years of general experience as indicated above.

**NOTE:** Experience with Business Process Management (BPM) software is helpful.

**DRIVER’S LICENSE:** Appointee will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**AUTHORIZATION TO WORK:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey. Terms and conditions of employment will be governed by the applicable collective bargaining agreement.

**INFORMATION FOR APPLICANTS**

Applicants should submit a cover letter and current resume complete with announcement number, both day and evening telephone numbers and e-mail address by March 26, 2015 to: Recruitment.Mailbox@Judiciary.state.nj.us – OR – Announcement # 15-51-15, Judiciary Personnel Office, Richard J. Hughes Justice Complex, P.O. Box 989, Trenton, NJ 08625. If you are responding to more than one Notice of Vacancy, please submit a copy of your resume/cover letter for each posting. Please include the announcement number in the subject line of your email submission.

***For current Judiciary employees, salary upon promotion or advancement will be an increase of 5% of base salary, not to exceed the maximum of the range, or the minimum salary of the band/level, whichever is greater.

**THE JUDICIARY OF NEW JERSEY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER COMMITTED TO ENSURING AN OPEN DOOR TO JUSTICE**