

NOTICE OF POSITION AVAILABLE

(posted 9/18/2020)

Trainer/Business Systems Analyst

The Mississippi Supreme Court is seeking a Trainer/Business Systems Analyst to support technology, custom software, and conduct user training for the Administrative Office of Courts' statewide projects.

This is a salaried position with insurance, retirement and other state employee benefits. The Mississippi Supreme Court is an equal opportunity employer.

Qualified persons should email resume' with references and a one page single spaced statement of why the applicant considers him or her self to be qualified for the position by October 31, 2020, to:

Daryl L. Wingo
Director of Information Technology
Mississippi Supreme Court
Gartin Justice Building
450 High Street
Jackson, MS 39201
dwingo@courts.ms.gov
(601) 359-3709

Trainer/Business Systems Analyst

Responsibilities

- Coordinate, plan, schedule, and conduct training sessions for custom and 3rd party software applications
- Provide phone, email, and remote support for custom and 3rd party software applications
- Manage the quality, design, development, implementation, and maintenance of training materials and user-manuals utilizing approved technology
- Interface with clients and IT staff on product design, workflow, enhancements, and issues
- Identify, document, and communicate opportunities for the client on improvements in business processes and workflow
- Perform quality-assurance for new releases of custom in-house software applications

Requirements

- A Bachelor's Degree from an accredited four-year college or university in a computer related field of study, or related Business or Legal degree with excellent computer skills
- Significant youth court and/or MYCIDS (Mississippi Youth Court Information Delivery System) experience
- Experience working and/or providing technical training and support in a legal environment is a plus
- Must have strong communication and interpersonal skills
- Must have the ability to interact effectively with a wide variety of personalities both inside and outside of the organization, and work well under pressure
- Must have the ability to work within a team environment and independently
- Must have a valid driver license
- Must be a U.S. Citizen

Travel

- Must have flexibility to travel and work overtime if required
- Willingness to travel 30-70% in the State of Mississippi