

Administrative Analyst

Corvallis, OR | Full Time | REQ-159104

Apply Here:

https://oregon.wd5.myworkdayjobs.com/en-US/SOR_External_Career_Site/job/Analyst-3--Administrative-Analyst-REQ-159104

Initial Posting Date:

06/13/2024

Application Deadline:

07/04/2024

Agency:

Judicial Department

Salary Range:

\$6,448 - \$10,001

Position Type:

Employee

Position Title:

Analyst 3 (Administrative Analyst)

Job Description

Interviews: will be scheduled within three weeks after the application deadline.

Who We Are

Oregon Judicial Department (OJD) serves the public, and the people we serve may be facing challenging life circumstances, high levels of stress, or confusion about their next steps. The work you will do in this role affects members of our community who come to the court to have their cases resolved. We need people who want to impact their communities, value OJD's efforts to remove barriers to access justice services, and welcome interacting with the public.

We are committed to building a diverse, inclusive team and encourage candidates of all backgrounds to apply. We consider relevant work, lived experience, and education, plus any transferable skills and abilities that may meet our qualifications or the skills and attributes we need for this position. We welcome all candidates who are inspired by [our work and mission](#).

Benefits to You

- We pay 95% to 99% of medical insurance premiums for full-time employees, including mental health coverage.

- 10 paid holidays, 2 floating holidays, 3 personal business days, separate sick and vacation paid leaves (prorated for part-time employees), and other employee benefits such as optional insurances and flexible spending plans.
- OJD will pay you a 5% allowance for bilingual skills (includes ASL) if you can pass a skills test and are assigned to use those skills on the job.
- Salary offers are made with consideration of the candidate's education and experience.

Position Highlights

The [Benton County Circuit Court](#) in Corvallis, Oregon, is hiring an **Administrative Analyst** (Analyst 3).

In this role, you will analyze administrative practices to determine potential organizational inefficiencies, communication and process barriers across court units, and performance deficiencies. Working with cross-functional teams, you will adapt existing court practices and procedures to meet our immediate and long-term needs, as well as ensure alignment with OJD's mission, goals, and performance measures. You will analyze existing and proposed policies, procedures, programs, and legislation, assess the potential impact on the court, and partner with judges, the Trial Court Administrator, court staff, attorneys, and external agencies to update court documents to reflect needed changes. You will maintain a database of official forms, letters, publications, policies and procedures, Presiding Judge Orders, and online resources, and will produce comprehensive desk manuals for each position in the court. You will also maintain the court's SharePoint site and public-facing webpage and will procure materials for the legal library.

As the project lead for court facility improvements, you will coordinate and communicate project statuses, needs, and changes with judges, court staff, county agencies, vendors, and other key stakeholders.

You will perform human resources functions on behalf of the management team, including serving as the court's ADA coordinator, overseeing the operations budget, tracking spending, participating in confidential investigations, and analyzing human resources data. You will develop training materials for new hires, provide orientation, and partner with IT to develop and facilitate training for judges and court staff on new and existing technology, security, and emergency preparedness plans. You will also provide ongoing support after the training sessions.

Part of your time will be spent providing coverage for the IT Specialist as needed, managing local system configurations, adjusting permissions and roles for court personnel, monitoring workflow queues, and serving on technology work groups.

Assigned tasks may be changed to accommodate workload and organizational needs.

Instructions for Cover Letter and Work History/Resume

Your cover letter and work history/resume should demonstrate how you meet the Minimum Qualifications, the Special Qualifications, and the Requested Skills and Attributes, which are listed below.

Cover Letter

- Attach your cover letter (not to exceed two pages) in the Resume / Cover Letter section of the application. Your cover letter and filename should include your name.
- In the body of your cover letter, please include responses to all Requested Skills and Attributes listed below.
- Address the cover letter “To the Hiring Manager.”
- Do not use a generic cover letter; please personalize your cover letter for this position. We read every letter.
- Prepare your cover letter before starting your Workday application.

Work History/Resume

- Attach your updated resume in the Resume / Cover Letter section of the application. Your resume and filename should include your name.

OR

- Complete the Job History/Work Experience portion of your Workday profile if you are not using an updated resume.

Failure to follow these instructions may result in rejection of your application. All application materials will be evaluated for consistency of information, and your letter will be evaluated for grammar, spelling, punctuation, and language use in addition to demonstrated experience.

Minimum Qualifications

(These must be evident in your resume or work history.)

The qualified candidate must have a bachelor’s degree in business, court administration, public administration, or a related field.

AND

Three (3) years of increasingly responsible professional-level experience that typically supports the knowledge, skills, and abilities required for the position.

OR

Any combination of education and experience equivalent to seven (7) years of experience that typically supports the knowledge, skills, and abilities for the position.

Note: Professional-level experience is defined as:

- The ability to use independent judgment and discretion in performing work duties.
- A level of specialized knowledge in the field of work with some authority for independent decision-making.
- In-depth work requirements, such as data gathering, analysis and interpretation.

- Interaction with a broad range of individuals.
- Individual accountability for results.

Special Qualifications

(These must be verifiable.)

None.

Requested Skills and Attributes

(These must be addressed in your cover letter.)

- Experience researching, evaluating, and reporting complex data, including recommending next steps.
- Experience accomplishing work through developing collaborative relationships with internal and external stakeholders.
- Experience adapting or developing policies, forms, and best practices.
- Ability to effectively communicate complex concepts using accessible language in oral and written format.
- Experience designing or providing training for adult learners.
- Experience and skill in presenting in front of groups of varying sizes.
- Experience overseeing budgets or helping to oversee budgets.
- Experience working in a court system or other legal environment is preferred but not required.

Working Conditions

- This is a full-time position, and the work schedule currently is 8:00 a.m. to 5:00 p.m. Monday through Friday. It is eligible for overtime compensation for hours worked in excess of 40 per workweek.
- Occasional early-morning, after-hours, weekend, or overtime work, or working a flex schedule, may be required.
- Occasional travel within the state to attend meetings and training sessions is anticipated.
- This position is required to present in front of groups of varying sizes.
- Daily management of multiple projects that may have competing deadlines or conflicting requirements/priorities.
- Daily management of professional relationships with judges, management, court personnel, state and county agencies, and professional work groups, all who may have similar objectives but conflicting interests.
- Frequent phone and in-person contact with people from diverse backgrounds.
- Frequent phone and in-person contact with people who may be facing challenging life circumstances, highly stressful situations, or trauma.
- Long periods of sitting or standing.
- Occasionally lifting office items that weigh up to 30 pounds may be required.
- Regular use of the following equipment: telephone, OJD-assigned computer with multiple monitors, calculator, copy machine, fax machine, scanner, digital camera, and other electronics.

ADDITIONAL INFORMATION

Criminal Background Check

You will be subject to a criminal background check if you are a finalist. Adverse results are evaluated on a case-by-case basis and may result in disqualification if the circumstances are directly related to the duties and responsibilities of the position.

Reference Checks

By submitting your application to OJD, you consent to reference checks about your qualifications, your workplace performance, and your work product.

United States Employment Eligibility

OJD does not offer visa sponsorships. Within three days of hire, you will be required to complete the U.S. Department of Homeland Security's [I-9 form](#) confirming authorization to work in the United States. OJD will use E-Verify to confirm that you are authorized to work in the United States.

Future Vacancies

Apply now if you are interested in this or future vacancies. This job announcement may be used to fill future vacancies in this class of work.

Veterans' Preference

Eligible veterans who meet the qualifications will be given preference in the recruitment process. To receive preference, veterans must attach the appropriate documentation after they receive an email in their Workday inbox requesting the information to verify eligibility. The action item, asking veterans to attach their documentation, will arrive after they have submitted their initial application materials. Visit the Oregon job opportunities [Veterans web page](#) for additional details, information, and resources.

Conduct Expectations

Because of OJD's role in providing justice and upholding the rule of law, employees of the department are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect on the department. As an employee, you will be expected to preserve the confidentiality of information received in the course of OJD employment.

Pay Equity

As an employer, OJD complies with Oregon's pay equity law. Salary offers are made with consideration of the candidate's education and experience. For more information on pay equity, [click here](#).

Employee Benefits

[Click here](#) to access information specific to OJD employee benefits.

Public Service Loan Forgiveness

OJD is an eligible employer for the Public Service Loan Forgiveness program. To learn more about this program, and how to qualify, please [click here](#).

Questions and Support

- If you require an alternate format to complete the application process, call 503-986-5930, or TTY: Oregon Relay Service 711 for the hearing impaired. Be prepared to describe the alternate format needed.
- Workday related information and resources are available [here](#).
- For questions about a specific OJD job posting, call 503-986-5930 or email ojd.hrsd@ojd.state.or.us.

The Oregon Judicial Department embraces equal opportunity and affirmative action. We are committed to building a diverse team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.