

**Idaho Judicial Branch  
Position Description**

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<b>Position Title:</b>	Court Financial Application Specialist I, II
<b>Effective Date:</b>	January 2019
<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
<b>FLSA Status:</b>	Non-Exempt
<b>EEO Category:</b>	Professional

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**General Position Summary:**

The Court Financial Application Specialist serves as the subject matter expert (SME) for all financial threads of the iCourt statewide case management system and all court initiatives and applications. The Court Financial Application Specialist will serve as a county liaison by supporting the Idaho Supreme Court and county courts in developing and implementing statewide court-related financial policies and procedures, providing training and education on financial processes, assisting counties with their daily and monthly financial reconciliations and closes, supporting counties with financial clean-up needs/issues, providing Service Desk support on financial questions and issues, aligning and assigning financial rights and roles related to court applications, assisting in the onboarding of new county court personnel, and assisting courts in implementing financial controls. This position will work with stakeholders, users, and team members to understand court-related business needs and develop financial business processes to support county court operations. This position works under the direction 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.)

- Develops subject matter expertise for all financial court-related business processes, operations, and policies;
- Serves as a financial subject matter expert for the Odyssey Case Manager/Financial Manager software application (iCourt);
- Develops, implements, and trains on financial business policy and process;
- Understands court user financial business processes, procedures, and software applications;
- Assists in translating financial business process into business manuals and education materials;
- Assists in writing and maintaining financial business practices for various court processes;
- Provides training and education of financial business processes to county personnel as it relates to the iCourt case management system and other court applications;
- 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;
- Prepares application and end user support documentation related to financial modules;
- Reviews, evaluates, and recommends user requests as it relates to financial business processes, policies, and applications to determine feasibility of proposed changes;
- Proposes court-related financial business process or policy changes to meet user requirements;
- Identifies necessary changes to financial processes and configuration due to user needs, system discrepancies, and/or legislative changes to statutes;
- Assists counties with financial differences, discrepancies, or other system questions;

- Assists in coordinating all financial software business processes and changes across divisions to ensure consistency;
- Works with financial team to ensure financial business policy aligns with financial configuration of software applications;
- Collaborates with iCourt Financial team to address and resolve financial process issues;
- Provides on-site and/or remote assistance to counties related to financial issues/questions;
- Monitors and responds to high-level financial questions/issues submitted to the iCourt Service Desk;
- Assists counties with internal control or accounting process issues or questions, making necessary recommendations to facilitate proper segregations and controls;
- Reviews county rights and roles to ensure that they align with court personnel business functions;
- Communicates necessary changes to internal rights and role security groups;
- Works with County Clerk's office and Auditors to ensure county daily and monthly financials are reconciled and closed;
- Establishes rapport with iCourt end users to identify improvement opportunities;
- Identifies report and data needs of users, working with iCourt Financial Team to address;
- Reviews system financial reports ensuring validity and accuracy;
- Serves as county liaison to the Supreme Court in relation to iCourt financial module, county financial business practices, accounting systems, and internal controls;
- Communicates with peers and management regarding financial policy changes and potential policy conflict;
- Assists in the identification and development of financial reports to meet user needs;
- Monitors statewide court financial activity within Odyssey case management system to ensure counties are not experiencing issues and making distributions as required by statute;
- Provides users with financial updates and communicate changes to financial business policy and processes;
- Performs other related duties as assigned.

### **Minimum Qualifications Court Financial Application Specialist I:**

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.

#### *Education and Experience:*

- Associates Degree in Finance, Court Management, or related field;
- A minimum of five (5) years of experience working in or with county courts, preferably in a financial role;
- Must have strong financial skills to support the Case Management and Financial Manager applications;

#### *Additional Experience for Court Financial Application Specialist II:*

- The Court Financial Application Specialist II is characterized by a minimum of seven (7) years of relevant experience working in or with county courts, preferably in a financial role;
- Must have strong financial skills to support the Case Management and Financial Manager applications.

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

- Knowledge of county financial and court business processes and software applications;
- Knowledge of MS Office Suite including Outlook, Word, and Excel;

- Knowledge of financial internal controls;
- Knowledge of Idaho Statutes and court-related fines and fee structures;
- 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 comprehend court financial team responsibilities and the appropriate level of rights and roles;
- 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.

#### **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. ***This position will remain open until filled.***

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.