



Notice of Employment Opportunity

Position number: K0050966

Location of Employment: 18th Judicial District, 525 N Main, Wichita, KS 67203

Position Title and Salary: Court System Analyst, grade 44, \$ 72,797.03 annually

Kansas Judicial Branch Benefits [State Employment Center - Benefits \(ks.gov\)](https://ks.gov/state-employment-center/benefits)

Position Summary:

This position serves as the primary liaison between court staff and IT teams for the Odyssey Enterprise Justice (EJ) and Judge Edition case management environment in JD18. The role is focused on supporting daily court operations, helping users with system workflows, coordinating issue resolution, improving business processes, supporting testing and training, and working with OJA CCMS and other partners to keep case management functions operating effectively. This is a hands-on, user-facing IT business analyst role centered on court operations and case management support rather than a data analyst or software development position. Regular on-site presence is required; this is NOT a remote position.

Essential Duties and Responsibilities:

- Odyssey functional support & configuration
 - Provide functional support for Odyssey EJ and Judge Edition; diagnose issues, validate configuration, and coordinate with OJA CCMS and vendors.
 - Support calendaring, sessions, events, notices, batch processes, and interface outputs (e.g., notices, summons, subpoenas) to ensure correct behavior.
 - Serve as a point-of-contact for court operation changes that impact Odyssey workflows (new rules, new case types, process changes, new forms/templates).
- Data quality, integrity, and operational controls
 - Monitor and investigate data inconsistencies identified by staff, reports, or other systems; determine root cause (data entry, process, configuration).
 - Recommend and implement procedural controls to prevent recurrence; document changes and verify outcomes after implementation.
 - Coordinate corrective actions with court units and OJA CCMS (including validation steps and communication back to requestors).
- Reporting, queries, and information delivery
 - Coordinate reporting needs: define requirements, validate data elements, and support creation/maintenance/scheduling of reports.
 - Respond to data extract/query requests by clarifying purpose, confirming

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- definitions, validating results, and ensuring appropriate approvals and delivery methods.
- Work with Programmer in the creation and testing of reports/data extraction/query requests
- Maintain an inventory of common reports and schedules; help reduce duplicative reporting and improve report reliability.
- Assist/educate, document, and user enablement
 - Assist and educate clerks and other court staff with Odyssey features, best practices, and common troubleshooting steps; provide targeted training for new processes and new releases.
 - Create and maintain job aids, quick reference guides, process maps, and knowledge-base documentation for Odyssey workflows and reporting.
 - Act as a customer-focused liaison: translate technical concepts into plain language for court users and translate business needs into actionable requirements for IT teams.
- Project participation and stakeholder coordination
 - Participate in projects intersecting with Odyssey (upgrades, interfaces, eFile/eFlex changes, reporting initiatives, data cleanup, operational modernization).
 - Gather requirements, define scope/objectives, document process flows/use cases/user stories, and support testing/validation and go-live readiness.
 - Coordinate with external partners (County, agencies, law enforcement, attorneys, vendors) when case management processes and interfaces are impacted.

Required Education and Experience:

Requires an associate degree in business, information system or a related field, with at least 3 years of experience in business analysis, including collecting and analyzing business requirements for IT projects and acting as a liaison between IT and business stakeholders. Demonstrate the ability to interpret technical specifications and translate them into business/functional requirements and translating those requirements to non-technical staff. Proficiency in creating documentation such as business process documents and workflows. 3 years or more of experience may be substituted for education.

A successful candidate will also show strong customer support skills, analytical thinking and verbal communication skills, the ability to map workflows and recommend solutions, and able to collaborate and work with court teams, OJA, vendors, and external agencies.

Applications will be accepted until: Open until filled

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for accommodation will not affect your opportunities for employment with the Judicial Branch. If you wish to request an ADA accommodation, please contact ada@kscourts.org or by TDD through the Kansas Relay Center at 800-766-3777 or 711.

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