

**The Administrative Office of  
The Supreme Court of Appeals of West Virginia  
Position Announcement**

**TECHNOLOGY/COURT SERVICES EMPLOYMENT OPPORTUNITY  
Charleston, West Virginia  
Posted 06-26-2020**

The Administrative Office of the Supreme Court of Appeals of West Virginia (“AO”) announces the following professional opportunity within its Technology/Court Services Division, headquartered in Charleston, West Virginia. The position is Application Testing Specialist is a dual role, reporting to the Director of Technology and the Director of Court Services.

**Application Testing Specialist**

**Position Purpose:** This position provides enterprise application end user acceptance testing, data validation and other related duties such as developing and maintaining a functional expert level knowledge of software application(s).

**Minimum Qualifications:** Bachelor’s degree and 4 years of experience working with application release management and test plan development. Additional years of qualified experience may replace bachelor’s degree. Familiarity with West Virginia Courts and proficiency in Excel preferred.

**Primary Duties and Responsibilities include:**

- Participate in impact analysis and prototype meetings.
- Develop and execute automated and manual test cases related to technology applications used by the organization to ensure intended functionality goals are met.
- Assist application development with data conversion and code table maintenance as needed.
- Analyze, document and communicate test results. Report bugs/errors to development team.
- Assist with troubleshooting and resolving application-based issues escalated from the Service Desk.
- Conduct post-release/post-implementation testing.
- Other duties as assigned which may include Level 2 Support, quality control, data cleanup, and research related to root causes of user entry errors, as well as intermittent on-site county support statewide as needed.

**Preferred Knowledge, Skills and Abilities:**

- Strong interpersonal, organization, and time management skills.
- Ability to learn complex application systems and develop appropriate curriculum levels based on user role.
- Ability to think strategically and problem solve, and develop solutions in real time.
- Strong computer skills.
- Ability to be engaging and create an interactive learning environment.
- Proficient in Microsoft Office applications.
- Ability to multitask and perform in a dynamic work environment.
- Ability to communicate in a professional manner both verbally and in writing.

**Criminal Background Check:** All successful candidates must submit to a criminal background check.

**COMPENSATION AND BENEFITS INCLUDE:**

- Competitive salary based on experience and qualifications,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave.

**THE ADMINISTRATIVE OFFICE (AO) OF THE COURTS:**

The AO, located in Charleston, West Virginia, provides administrative direction and support to all elements of the state judiciary.

**West Virginia Courts.** West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at [www.courtswv.gov](http://www.courtswv.gov).

**Equal Opportunity in Employment.** It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

**APPLICATION PROCESS:**

To apply for this position, direct the following application materials to [Joan.Mullins@courtswv.gov](mailto:Joan.Mullins@courtswv.gov) :

- Cover Letter,
- Resume,
- Professional References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and
- Signed, Notarized Release for Criminal/Background Check (available on Court website).

**Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.**