

NOTICE OF JOB VACANCY

DEPARTMENT: Union County Clerk

TITLE OF POSITION: Systems Analyst

DESCRIPTION OF POSITION:

Responsibilities include (but are not limited to):

- Under direction plans, conducts and develops analytic studies of existing operations and programs to determine feasibility of conversion to a data processing system; does other related duties as required;
- Plans and conducts studies of operations relative to the development or revision or operational procedures;
- Conducts feasibility studies requiring detailed analysis of existing functions and preparation of cost estimates to determine advisability of adopting data processing programs;
- Develops and participates in studies to determine effectiveness of programs, policies, methods, procedures, and forms, and recommends improved courses of actions;
- Participates in conferences with administrative officers and operating supervisors to discuss new or revised plans, programs, procedures, and results of evaluation studies;
- May assist in the preparation of schedules outlining essential steps to be taken in the installation of and/or conversion to data processing systems;
- Prepares charts, programs, and instructions to illustrate, explain, and implement data processing procedures and programs;
- Studies procedural difficulties and operating problems, and advises on solutions;
- Appraises adequacy and efficiency of current data processing systems and assists in developing the organizational structure and methods required for performance of existing new and/or expanded functions;
- Prepares clear, sound, accurate, and informative statistical, financial, and other factual reports based on surveys, investigations, and studies containing findings, conclusions, and recommendations;
- Maintains essential records and files;
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units;
- Perform other related duties as required.

EXPERIENCE/EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

SALARY RANGE: \$65,000 - 75,000

ISSUE DATE: 5/26/23 **CLOSING DATE:** 6/20/23

AUTHORIZED SIGNATURE: *Joanne Rajoppi*

PRINT NAME: Joanne Rajoppi

TITLE: Union County Clerk

Interested applicants may submit their resumes to
clara.fernandez@ucnj.org

**UNION COUNTY IS AN AFFIRMATIVE ACTION/
EQUAL OPPORTUNITY EMPLOYER**

UNION COUNTY RESIDENCY REQUIRED