



Arkansas Supreme Court

Administrative Office of the Courts

Job Description

Job Title:	AOC Quality Assurance Coordinator	Grade:	C122
		Salary Range:	\$41,159 - \$72,670
Division:	Court Information Systems	Revision Date:	April 26, 2021

POSITION SUMMARY:

The AOC Quality Assurance Coordinator is responsible for ensuring applications meet quality assurance standards and procedures. The QA Coordinator will perform QA-related tasks, which include tracking and reporting all activities, procedures, and processes, developing auditing tools to improve the internal auditing process, and conducting regular reviews and inspections to ensure employee adherence to quality standards. System expertise includes the ability to enter and maintain accurate data in the systems, the ability to translate functional requirements for system usage and reporting of data out of the systems into testing criteria and scripts, and the ability to provide application support to users conducting testing. System expertise also includes the ability to add and modify system codes to prepare testing environment. The QA Coordinator assists in the development of plans and scripts and coordinates testing on upgrades, patches, configuration changes, and data conversion loads.

JOB DUTIES:

- Works on an Agile team that employs the Disciplined Agile Methodology
- Develops automated tests on software
- Schedules and conducts automated tests for software
- Propose and review testing criteria and requirements
- Draft and coordinate testing criteria and propose results analysis procedures for hardware and software changes including training materials, patches, upgrades, and configuration changes
- Document proposed changes to validation, code, and rule tables in system
- Maintain system expertise by participating in testing training materials, software patches, upgrades, configuration, and conversion data verification.
- Other duties as assigned.

QUALIFICATIONS:

- **Education**
 - The formal education of a bachelor's degree and two years of relevant experience or five years of relevant experience.
- **Experience**
 - Two years of relevant experience in court applications and testing.
- **Knowledge, Skills, Abilities**
 - Knowledge of software testing and quality assurance methodologies.
 - Ability to design, develop, and implement automated testing including test driven development.
 - Ability to effectively multitask.
 - Ability to use computer hardware and software to document QA processes and assist with the analysis of test results.
 - Ability to operate standard office equipment and computer software.
 - Ability to perform mathematical calculations and to analyze and evaluate comparative data.
 - Strong analytical skills and interpersonal skills.
 - Knowledge of Arkansas court case management practices, business processes and procedures, desirable.
 - Knowledge of laws, rules, and regulations regarding Arkansas court administration.
 - Excellent oral and written communication skills including the ability to communicate effectively with court and non-court, legal and non-legal, technical, and non-technical persons individually and in front of small groups.

Last Updated By:	Lee Lowe
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