

System Automation Corporation Junior Systems Analyst Position Description

Reports to: Software Development Team Manager

Location: Columbia, Maryland

Career track: This position is on a track to become a senior systems analyst or junior software developer. Qualified applicants should be eager to elevate and expand System Automation's suite of products.

Position summary: Serves as a contributor to the product development team by assisting in the elicitation, validation, and documentation of product functionality. Contributes to the firm's overall approach to providing a great customer experience.

Compensation: Base salary commensurate with experience.

Key Responsibilities

- Performs in-depth elicitation, evaluation and verification of product functionality
- Maintains and updates product documentation (e.g., Release Notes, Installation Guides, etc.)
- Serves as a liaison between the business community and software developers, ensuring that system requirements are clearly defined and documented
- Creates requirements specifications and acceptance criteria for new product features using standard templates and processes
- Analyzes, documents and validates functional requirements to improve quality, performance, and customer experience
- Performs software test execution (system, regression, performance, and security testing) using a combination of manual and automated testing techniques
- Maintains traceability of requirements to design, code and test cases using a Requirements Traceability Matrix

Knowledge, Skills and Abilities

- Ability to plan, organize and structure individual workload involving concurrent tasks
- Ability to perform quality work within deadlines with supervision
- Excellent analytical and evaluation skills
- Strong written and verbal communication skills
- Basic understanding of computer/database concepts
- Knowledge of the fundamentals of business analysis and software testing methodologies
- Familiarity with SQL, web-based applications, and client-server applications
- Ability to interact and work professionally with clients and employees at every level of the organization
- Professional, positive, and enthusiastic attitude
- Ability to elicit, create, and validate custom reports using Jasper Report Designer (Desired)
- Ability to create automated UI test scripts using Visual Studio Coded UI technology (Desired)

Qualifications

- Bachelor of Science in business administration, engineering, computer science or related fields of study, or equivalent years of experience
- One to three years of related experience in a software development company

About the Company

Located in Columbia, Maryland, System Automation Corp. (SA) is one of the nation's leading providers of regulatory management software and services to government and private-sector organizations. SA exists to automate regulatory compliance and deliver a great customer experience. We believe that empowering our clients to address regulatory challenges is an important part of protecting the general public and making the world a better place.

Our values inspire us to provide a great customer experience:

- Respect
- Accountability
- Integrity
- Honesty
- Empathy
- Responsiveness

To apply for this position, please submit a cover letter and resume to resumes@systemautomation.com