



PURPOSE OF THE POSITION

The MIS Department has two temporary openings for BusinessObjects Developers to help with the process of review and design of numerous statistical and administrative reports related to the development of the Society's Law Manager case management system, contract reporting, and operations. The reports will be used by system users from all practice areas as well as management. One-time funding is supporting these two temporary positions which are projected to last approximately 180 days.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Assist with the review process for the numerous reports that are used by Legal Aid staff on the current legacy case management systems.
- Participate in the design and development of the report specifications and functional report descriptions.
- Use BusinessObjects Web Intelligence and existing BO universes for the report development and maintenance
- Identify and research data inconsistency issues, and work with business partners to resolve and improve the data flow.
- Achieve several report developments concurrently with the meeting of separate deadlines.

SECONDARY DUTIES/RESPONSIBILITIES

Secondary duties will be assigned as needed.

TRAINING AND QUALIFICATIONS

- Must have the capacity to be trained and fully grasp the business practice and rules that apply to the LawManager environment
- Obtain a basic understanding of the LawManager database schema
- Bachelor's degree or equivalent work experience
- 2-5 years experience in report development, deployment and data analysis using BusinessObjects Web Intelligence.
- Prior SQL coding preferred but not required. Experience in scripting (VBScript, Jscript, etc.) is a plus.
- Excellent attention to detail and the ability to deliver on-time.
- Ability to work collaboratively while providing valuable creative input.
- Excellent knowledge transfer skills.
- Strong communications skills.

Send resume and cover letter to: Natalie Deduke at NDeduke@legal-aid.org or fax to 646-616-4507.

The Legal Aid Society is an Equal Opportunity Employer – Women, People of Color, Gays and Lesbians, Transgender People, Veterans and people with disabilities are encouraged to apply.

The Legal Aid Society
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