

# Position: Application Support Analyst

The Queens County District Attorney's Office, located in central Queens, is looking for an Application Support Analyst to join its software development team.

## Responsibilities:

Train users in new systems, develop user documentation, and act as the first point of contact for Help Desk calls for these systems.

Design ad-hoc and regular reports that meet user needs for operational and statistical tracking.

Writes and rewrites reports to increase operating efficiency or to adapt report to new requirements

Assist in the analysis, design, and testing of new systems.

Must be able to work at times independently with minimum guidance and supervision while at other times within a team arrangement.

## Requirements:

Strong knowledge of reporting (particularly, Crystal Reports), spreadsheet, presentation, and project planning software.

Strong Written and verbal communication skills

Experience in business process analysis (at least one year)

Experience interacting with end users regarding support issues (at least one year).

Bachelors degree in Computer Science or business/public administration or a related field or equivalent experience.

Equal Opportunity Employer. Send email with a cover letter and salary history to:  
[JobPostingCentQueens@yahoo.com](mailto:JobPostingCentQueens@yahoo.com)