



Business Analyst

NOVATO, CA
FULL-TIME

One Legal is a technology-driven company that is transforming how legal professionals access legal support services. We're building online tools that help simplify the administration of legal practice and, in the process, transforming an industry.

It's our vision to be the most trusted technology provider for legal support services in the United States.

ABOUT YOU:

The Business/Systems Analyst has an aptitude for technology, complex system analysis, trouble-shooting, and teamwork within an software development environment, and will perform hands-on analysis and other development team functions. Can formulate systems to parallel overall business strategies and technology growth parameters. Skilled in writing detailed description of user needs, program functions, and steps required to develop or modify software applications. Good familiarity with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity, independence, and intuition is expected, along with the ability to back up recommendations with data analysis as needed.

AS OUR BA, YOU WILL:

- Translate the needs of the customer and Product Management into technical requirements, detailed specifications, and system recommendations.
- Learn, document, understand the existing systems architecture to eliminate the risk of reliance on key personnel for production systems knowledge.
- Disseminate documentation to all stakeholders and develop processes for ongoing updates to the documentation.
- Work closely with Development, QA, IT, and Product Management to ensure that systems are working in technical harmony.
- Lead small projects from beginning to end of SDLC.

- Gather and develop requirements, produce high-level and low-level design documents and assist in SDLC.
- Develop systems/architecture practices based on industry best practices.
- Identify options for potential solutions and assess them for both technical and business suitability.
- Keep current with technical and industry developments and standards.
- Participate in and help drive the SDLC. Collaborate with necessary teams to ensure open communication about release impacts, risks, and release schedules.
- Successfully engage in multiple initiatives simultaneously.
- Recommend program improvements or corrections to management.

WHAT WE WOULD LIKE TO SEE:

At One Legal we consider every candidate on his or her individual merits. However, possession of the following will help to differentiate you from the field.

- **Curiosity.** How does this work? Who knows most about this? Can I think of a better way?
- **Independence.** Try before you ask. Poke around before asking something that your curiosity should have revealed. After an honest try, ask for help. We learn through both trying and asking.
- **Pragmatism.** A great idea isn't that great if it takes too long for a questionable improvement. Embrace the practice of assessment and compromise.
- **Diplomacy.** When you speak with the sales manager or the CFO, you can speak their language and not bother them with computer jargon. And when you deal with the Engineering team, you don't overload them with business details beyond what their need to build accurate solutions.
- **Teamwork.** Every job posting says that, but it's really how we flow. We're not big enough to be rigidly structured, but nobody succeeds alone. Buy into the culture of mutual respect and be comfortable arguing constructively with your new crew.

BENEFITS:

We offer a great compensation package, with paid vacation and sick time, flexible working options, a fun and casual work environment, a competitive benefits plan, and the opportunity to be part of a team that is shaping the future of legal technology.

As a bonus, you'll be working out of our headquarters in beautiful Marin County, just 25 traffic-free minutes north of the Golden Gate Bridge.

HOW TO APPLY:

Send a resume, cover letter, and link to your LinkedIn profile to resumes@onelegal.com.