



Washington Courts Employment Opportunity

Administrative Office of the Courts

DATA DISSEMINATION ADMINISTRATOR

>[Click Here for Further Information](#)<

Employment Status: **Regular, Full-Time**

Location: **Olympia, Washington**

Salary: **Range 66: \$5,574 — \$7,316 mo. (DOQ)**

Opens: **March 20, 2019**

Closes: **April 12, 2019 at 5:00 p.m.**

If you have applied for this position within the last six months you do not need to reapply, your application is on file.

Serves as principal policy advisor to all judicial branch entities regarding release of statewide court data; develops statewide policy papers and recommendations to the Data Dissemination Committee.

*For more information on Duties and Responsibilities and detailed information (scope of responsibility, essential activities, and key competencies, etc.) see the **Job Description** attached to this Announcement. Or at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts and the Announcement.*

POSITION PROFILE

Administers the dissemination of electronic court records contained in the Judicial Information System (JIS) and serves as the staff attorney for the Judicial Information System Committee - Data Dissemination Committee.

Work is guided by court rules, case law and policies established by a committee staffed by the Data Dissemination Administrator. Communicates and assists the courts, state, local and federal agencies including the state legislature and legislative agencies in retrieving, disseminating, and interpreting electronic court data and metadata. Reviews requests for confidential data and ensures dissemination of such data is only to authorized authorities and personnel. Has up to \$25,000 signing authority on AOC contracts.

Duties and Responsibilities (partial list)
Assists the Contracts Manager with planning, organizing, and conducting the procurement and contracting activities of the Supreme Court, AOC, and other judicial branch entities as appropriate.

Develops, implements, maintains and monitors statewide policies, procedures and best practices for responding to court data dissemination requests.

Based on court rules, case law, state statutes, and statewide policy documents, reviews and approves or denies data dissemination requests from the public and private sector.

QUALIFICATIONS AND CREDENTIALS

A law degree from an accredited college or university;

AND

Three (3) years of work experience in any combination of court administration, court operations, law, public records, privacy law or state contracting.

A combination of relevant education and experience may be considered in meeting the qualifications.

ADDITIONAL INFORMATION

- ◆ Workweek may fluctuate depending on workload or agency need.
- ◆ Overnight travel may be required based on business need.
- ◆ This position is not covered under the Fair Labor Standards Act (FLSA).

HOW TO APPLY / REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity. The following will all be considered in determining whether applicants move to the next phase of the screening process. The information you provide, the quality and completeness of the application, and **the ability to follow stated application instructions.**

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed. “**See resume**” is not acceptable.

- ✓ **Cover Letter** (no more than two pages)
- ✓ **Resume** (chronological)
- ✓ **Application for Employment**

The Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts, the Application is located at the bottom of the page.

All application materials must be received by 5:00 p.m. on the closing date of this posting. It is preferred applications be emailed to employment@courts.wa.gov. You can also mail your materials to Administrative Office of the Courts, Attn: Human Resources, PO Box 41170, Olympia, WA 98504-1170. Faxed copies can be sent to 360-586-4409. Late applications will not be accepted.

The AOC is an equal opportunity employer and does not discriminate on the basis of gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to Employment@courts.wa.gov.

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts (AOC) are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

MORE INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work life in a wonderful community are a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See www.courts.wa.gov/employ for more information about Washington Courts, Compensation and Benefits.



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