

Enterprise Architect – Security

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Where is AOC Located?

The Administrative Office of the Courts 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 2 hour drive of the city.

AOC PROFILE:

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

POSITION: Enterprise Architect - Security
SALARY: \$75,084 TO \$98,580 per year DOQ
LOCATION: Olympia, Washington
OPENS: March 27, 2013
CLOSES: Open until filled; 1st review of applications to begin April 19, 2013. Candidates are encouraged to apply early. AOC reserves the right to close the recruitment at any time.

Enterprise Architect Job Overview

Responsible for the ongoing development and evolution of information technology for the Administrative Office of the Courts (AOC) Judicial Information System (JIS) portfolio of products and services. Works to combine procedures, strategies, and information technology into one cohesive business environment. Establishes and maintains the enterprise architecture strategy, standards and policies for the five domains of enterprise IT – business, information, applications, infrastructure, and security. Aligns the enterprise strategic IT goals and objectives with decisions key business and IT initiatives.

Reporting to the Architecture and Strategy Manager, positions in this classification will interact with executive leadership, agency management, all levels of division staff, and staff assigned to manage specific projects. Work is done under general supervision, and assigned by management. Decision-making is according to established guidelines and defined rules and procedures, although some areas require interpretation and/or development of possible approaches.

Key Responsibilities

- Provides services to coordinate the development and maintenance of enterprise strategy and roadmap in support of business strategy, goals, and objectives.
- As part of the enterprise architecture group, manages AOC standards and policies in the security domain of enterprise architecture by evaluating, on an ongoing basis, technology requirements and architectural constraints provided by all enterprise stakeholders.
- Performs security assessment and audits of the AOC Information Services Division (ISD) as well as JIS applications and subsequently define security policies, architecture requirements, and controls over information assets and supporting technologies to ensure they are protected appropriately.

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AOC Offers...

- A comprehensive benefits package;
- Membership in the Public Employees' Retirement System; and
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

Benefits:

- The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

Key Responsibilities (continued)

- Drives the process of cultural and technical change as required to achieve Enterprise Architecture (EA) goals. Provides education services to key internal and external stakeholders, ranging from on-on-one meetings to formal training for ensuring that the EA Standards and guidelines are understood by the enterprise. These services also include the effort necessary for communicating the updates to EA standards.
- Works with other senior technical staff to ensure integration strategies act cohesively within the larger Enterprise Architecture. Provides consulting services to project managers and technical teams within the AOC and to effectively structure and guide implementation of technology roadmap. Provides support to identify root cause of a security breach and help design and implement measures to prevent any further breach.
- Develops policies to support uniform focus on technology that is essential to the justice partners within the enterprise and the implementation of efficient, cost-effective mission critical applications systems to support the Washington State judicial services.
- Provides IT recommendations to and facilitates and enhances communications and relationships with and among members of the Judicial Information Systems Committee (JISC) and other judicial committees.
- Provides governance and oversight services to verify that solution architectures comply with architecture roadmap and standards; controls exemptions and determines if architecture standard changes are needed. Provides ISD Managers ongoing assessment regarding the degree of compliance of ISD staff and contractor personnel with the AOC enterprise architecture.
- Conducts research on business and technology trends that could benefit or impact the enterprise, such as new developments in the security arena that could affect the JIS, participates in pilots and proof-of-concept work as well as feasibility studies and incorporates the research to enhance the enterprise architecture roadmaps and strategies.
- Performs other work as assigned.

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Send materials to:
 Submit materials by email, fax, or postal service to:
 Washington State Administrative Office of the Courts
 Attention Human Resources Office
 1206 Quince St SE
 P.O. Box 41170
 Olympia, WA 98504-1170

email: erica.munro@courts.wa.gov
 or fax 360-586-4409.

Application materials will be screened for the purposes of determining who will be selected for an interview.

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Erica Munro, AOC Human Resource Office, at (360) 705-5286 or fax (360)586-4409, or via email to Erica.Munro@courts.wa.gov

SPECIAL NOTE:
All employees hired by the Administrative Office of the Courts 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.

Key Competencies
 Please refer to job description.

Qualifications
 Bachelor’s degree in computer science, information systems, mathematics or closely allied field **AND** demonstration of the following:

- 10 years of progressively responsible experience working in the development and design of complex information systems to include the successful implementation of substantive information technology products.

The preferred candidate will have:

- Experience in a significant leadership role in information and application security, including experience in adopting and implementing widely accepted management frameworks for IT governance and information security practice (e.g., Control Objectives for Information and Related Technology – COBIT, ISO 27001/27002, etc)
- Experience with incident response procedures, security compliance strategies, and enterprise information security standards and policies, risk assessment principles.
- Knowledge of single sign-on, application and information security, usage of digital-certificates, security controls, and risk management techniques, trends and developments.
- CISA, CISSP, CISM, or other security domain certification.

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

This position may require obtaining security clearance to interact with other governmental agencies on confidential and secret matters. Candidates must be willing to undergo the security clearance process.

To be considered for this position, please submit:

- A cover letter specifying how you meet the qualifications of the position (no more than two pages).
- A chronological resume including: dates and total months/years in each position held for each previous employer.
- [Completed AOC application form.](#)